



SMALLHOLDER AGRICULTURAL  
PRODUCTIVITY ENHANCEMENT &  
COMMERCIALIZATION (SAPEC)  
PROJECT  
PROJECT MANAGEMENT UNIT  
MINISTRY OF AGRICULTURE-ANNEX  
UNIVERSITY OF LIBERIA FENDELL  
CAMPUS  
FENDELL, MONTERRADO COUNTY,  
REPUBLIC OF LIBERIA



## VACANCY

**Post:** Account Clerk

**Location of Post:** MOA Headquarters, Monrovia, with occasional travel to the project sites.

**Duration:** Maximum Three (3) years, renewable every year on the basis of satisfactory performance

**Purpose of Post:** To assist the Project Accountant in the maintenance of proper accounting of project funds.

**Report to:** Project Accountant

### **Background:**

The Republic of Liberia is implementing a grant from the Global Agriculture and Food Security Program (GAFSP) and a loan from the Africa Development Fund (ADF) to implement the Smallholder Agricultural Productivity Enhancement and Commercialization (SAPEC) Project. The Project seeks to reduce rural poverty and household food insecurity by increasing income for Small farmers and rural entrepreneurs, particularly women, youths and the physically-challenged. SAPEC will be implemented in 12 of Liberia's 15 counties, namely Maryland, River Gee, Grand Gedeh, Grand Kru, Sinoe, River Cess, Grand Bassa, Montserrado, Margibi, Bomi, Cape Mount and Gbarpolu over a five -year period. The project will scale-up the on-going AfDB and International Fund for Agricultural Development (IFAD)-support Agriculture Sector Rehabilitation Project (ASRP) in 8 of the 12 counties where the ASRP is being implemented.

In support of its overall objective, SAPEC wishes to apply some of the funds for the recruitment of consulting services of an Account Clerk. The Account Clerk will be a key player in SAPEC's overall project delivery process to assist the Project Accountant in the maintenance of proper accounting of project funds.

### **MAIN RESPONSIBILITIES**

Under the general supervision and guidance of the Project Accountant, the main duties and responsibilities of the Account clerk will be, but not limited to:

- Assist with the maintenance of up to date accounting and financial records in accordance with the project's accounting system, including journals, ledgers, fixed asset registers, etc.
- Operate as the Petty Cash Custodian for the project
- Assist with the verification of the eligibility and accuracy of all payments and ensuring compliance with donor requirements in the processing of funds for project activities (including advances and payments to service providers) as well as timely processing and payment to intended beneficiaries.
- Assist in coordinating with various department/units of the AfDB to prepare periodic financial reports in the standard format made by donor(s) and submit to the PIU Coordinator, who will forward to the AfDB, MOF and counterpart institutions.
- Assist with the production of monthly, quarterly and annual financial reports.
- Assist with the preparation all financial and administrative audits in a timely manner.
- Ensure that all supporting documents used in request for funds replenishment from the AfDB as well as payments for project activities, goods, works and services are properly kept.
- Perform other tasks as may be assigned from time to time by the Project Accountant.

#### QUALIFICATIONS

- A Bachelor's degree in finance and/or accounting
- At least 2 years of relevant work experience
- Familiarity with government and multilateral aid operations
- Must be computer literate with comprehensive computer skills with practical knowledge of Microsoft Office (especially Word & Excel) and at least one Accounting Software
- Should be able to show tolerance and patience while working in a highly challenging environment
- Team player and open to learn new techniques
- Must be able to work under pressure

All applicants for the position shall submit a one-page application stating why they think they are the most suitable candidate for the post, including a copy of their curriculum vitae and a list of at least three referees, with current e-mail, phone and Skype contact details (if available). *Qualified female candidates are especially encouraged to apply.*

Deadline for the submission of Expressions of Interest is **11<sup>th</sup> November 2015**.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail).

**William K. C. Kawalawu, Sr.**  
**Project Coordinator, SAPEC**  
**Program Management Unit (PMU)**  
**Ministry of Agriculture Annex**  
**University of Liberia Fendell Campus**

**Subject: Accounts Clerk**

**Tel +231 (0)888 303 114**

**Email: [william.kawalawu@moaliberia.org](mailto:william.kawalawu@moaliberia.org) with copy to [albert.boimah-porte@moaliberia.org](mailto:albert.boimah-porte@moaliberia.org).**