

Capacity Building for Increased Transparency (CBIT)	
Position title:	Junior Officer – (JO)
Duty station:	Nassau, Bahamas. Department of Environmental Planning & Protection (DEPP)
Duration	36 Months
Reporting structure:	The JO will report to the CTA on project administrative and financial activities.
Description of duties:	<p>Under the guidance and supervision of the CTA, the JO will be hosted within the DEPP premises and will carry out the following tasks:</p> <ul style="list-style-type: none"> • Assist the Project Manager in day-to-day management and oversight of project activities; • Assist in the M&E activities in matters related to M&E and knowledge resources management; • Assist in the preparation of progress reports; • Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by UNEP, project consultants and other PMU staff; • Provide PMU-related administrative and logistical assistance. • Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager; • Review project expenditures and ensure that project funds are used in compliance with the Project Document and financial rules and procedures; • Provide necessary financial information as and when required for project management decisions; • Provide necessary financial information during project audit(s); • Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues; • Consolidate financial progress reports submitted by the responsible parties for implementation of project activities; • Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports. • Develop a project communications strategy / plan, incorporate it with the annual work plans and update it annually in consultation with project stakeholders; coordinate its implementation

	<ul style="list-style-type: none"> • Coordinate the implementation of knowledge management outputs of the project; • Coordinate and oversee the implementation of public awareness activities across all project components; • Facilitate the design and maintenance of the project website/webpages and ensure it is up-to-date and dynamic; • Facilitate learning and sharing of knowledge and experiences relevant to the project;
Qualifications:	<ul style="list-style-type: none"> • Degree in financial administration or equivalent qualification; • A minimum of 5 years professional experience with financial project administration • Experience with United Nation’s reporting mechanisms will be considered an asset. • Working experience with Caribbean Small Island Developing States (SIDS); and/or experience in The Bahamas will be considered an asset. • Knowledge of national communications (NCs), biennial update reports (BURs), nationally determined contributions (NDCs) and with international negotiations and processes under the UNFCCC will be considered an asset. • Experience in government and interdepartmental procedures will be considered an asset. • Demonstrated experience in project filing and work plan support. • Excellent research, analysis, planning and organization skills. • Proficiency with the use of computers and Microsoft office applications, particularly Word, Excel, PowerPoint and Access. • Excellent interpersonal and communication skills • Fluency in English (reading, writing and spoken). • Strong ability to work under pressure - with a high level of integrity – to meet deadlines.
Languages	English