



ประกาศกรมอุทยานแห่งชาติ สัตว์ป่า และพันธุ์พืช

เรื่อง รับสมัครเจ้าหน้าที่เพื่อปฏิบัติงานโครงการเตรียมความพร้อมต่อกลไกเรดด์พลัส (Readiness Preparation Proposal : R-PP) จำนวน ๒ อัตรา โดยวิธีคัดเลือกรายบุคคล (Individual Consultant) ตามคู่มือและแนวทางการจัดซื้อจัดจ้างของธนาคารโลก

ด้วยกรมอุทยานแห่งชาติ สัตว์ป่า และพันธุ์พืช ได้รับเงินช่วยเหลือแบบให้เปล่าจากกองทุนหุ้นส่วนคาร์บอนป่าไม้ เพื่อดำเนินงานโครงการเตรียมความพร้อมต่อกลไกเรดด์พลัส (Readiness Preparation Proposal : R-PP) มีความประสงค์จะจัดจ้างเจ้าหน้าที่เพื่อปฏิบัติงานในโครงการฯ ด้วยวิธีการคัดเลือกรายบุคคล (Individual Consultant) จำนวน ๒ อัตรา ดังนี้

๑. เจ้าหน้าที่การเงินและบัญชี (Project Accountant) จำนวน ๑ อัตรา

๒. เจ้าหน้าที่เทคนิคและวิชาการ (Project Technical Officer) จำนวน ๑ อัตรา

รายละเอียดคุณสมบัติตามเอกสารแนบประกาศ

โดยกำหนดให้ผู้สนใจยื่นหนังสือแสดงความสนใจ พร้อมเอกสารประวัติบุคคลและประสบการณ์ ความชำนาญการต่อกรมอุทยานแห่งชาติ สัตว์ป่า และพันธุ์พืช ตั้งแต่วันที่ ๒๓ มิถุนายน ๒๕๖๓ ถึง วันที่ ๑๔ กรกฎาคม ๒๕๖๓ ระหว่างเวลา ๐๘.๓๐ น. ถึง ๑๖.๓๐ น. ณ อาคารกริต สามะพุทธิ ชั้น ๓ ห้อง ๓๑๔ กรมอุทยานแห่งชาติ สัตว์ป่า และพันธุ์พืช กำหนดประกาศรายชื่อผู้ผ่านคุณสมบัติเบื้องต้นตามข้อกำหนดการจ้าง ในวันที่ ๑๖ กรกฎาคม ๒๕๖๓ ตั้งแต่เวลา ๑๐.๐๐ น. เป็นต้นไป

ผู้สนใจติดต่อขอรับเอกสารที่เกี่ยวข้องได้ที่ สำนักงานการเปลี่ยนแปลงสภาพภูมิอากาศภาคป่าไม้ กองการต่างประเทศ ชั้น ๓ ห้อง ๓๑๔ อาคารกริต สามะพุทธิ กรมอุทยานแห่งชาติ สัตว์ป่า และพันธุ์พืช ตั้งแต่วันที่ ๒๓ มิถุนายน ๒๕๖๓ ถึงวันที่ ๑๓ กรกฎาคม ๒๕๖๓ ดูรายละเอียดเพิ่มเติมทางเว็บไซต์ [www.dnp.go.th](http://www.dnp.go.th) ของกรมอุทยานแห่งชาติ สัตว์ป่า และพันธุ์พืช หรือสอบถามทางโทรศัพท์หมายเลข ๐ ๒๕๖๑ ๐๗๗๗ ต่อ ๑๔๓๑ ในวันและเวลาราชการ

ประกาศ ณ วันที่ ๒๓ มิถุนายน พ.ศ. ๒๕๖๓

(นายประเสริฐ สอนสถาพรกุล)

ผู้อำนวยการกองการต่างประเทศ

ปฏิบัติราชการแทนอธิบดีกรมอุทยานแห่งชาติ สัตว์ป่า และพันธุ์พืช

**TERMS OF REFERENCE**  
**PROJECT ACCOUNTANT**

**Thailand Forest Carbon Partnership Facility**

**1. Background**

In 2016, Thailand received a grant of US\$3.6 million for REDD+ Readiness from the World Bank. In general, the operation assists the Royal Thai Government (RTG) in developing its REDD+ Strategy so that it is technically sound and environmentally and socially sustainable, as well as in compliance with World Bank safeguards policies. Ensuring that REDD+ activities and natural resource management done in participatory ways is a major element of the FCPF approach. The operation will not finance the implementation of REDD+ activities on the ground (e.g., investments or pilot projects) but would prepare Thailand for such investments later on.

The operation is being carried out by the Department of National Parks, Wildlife and Plant Conservation (DNP), which has established a REDD+ office that serves as a secretariat for the grant. The REDD+ office is supported by several Technical Working Groups (TWGs). The members come from concerned sector agencies and nominated by the sector's representative on the REDD+ Task Force. The REDD+ Task Force in Thailand is currently chaired by Director General of the Department of National Parks, Wildlife and Plant Conservation (DNP) and includes representatives from key government agencies which have importance for managing the drivers of deforestation and forest degradation.

Consequently, the Project Management Unit of DNP is looking for a suitable Project Accountant to assist in overall financial management and accounting of the project.

**2. Objective of the Assignment**

The selected Project Accountant is expected to provide finance support to the Department of National Parks, Wildlife and Plant Conservation "DNP" in ensuring the successful and timely implementation and completion of project finance activities of FCPF project.

**3. Scope of works**

The Project Accountant will work under the overall direction of Project Management Unit (PMU) and reporting directly to the Project Manager. He/she will work closely with the Finance Unit and collaboratively with the finance team of DNP and deliverables are: (a) support the Finance Unit in maintaining accurate project financial data and in monitoring

budget implementation of project; (b) assist the Finance Unit in updating and reconciling project FCPF financial records; (c) assist the finance team in preparation of statement of expenditures, withdrawal application and other financial reports; and (d) provide services on translation of documents from Thai to English and vice versa if needed.

Specifically, the Project Accountant will:

1. Maintain an update accounting of the Project's expenditures by working closely with the finance and accounting staff in charge of the project accounting system;
2. Ensure that entries to the accounting system are accurate in terms of classification as to components, subcomponents, categories and account codes;
3. Maintain contract registers for contracts of goods and services and ensure accuracy of entries at all times;
4. Maintain registers for cash advances and fixed assets procured from the project;
5. Prepare the Statement of Expenditures and the Withdrawal Application for the replenishment of the Designated Account;
6. Prepare an account reconciliation – subsidiary registers against the General Ledger particularly for the following accounts: Designated Account, cash advance, suppliers, consultants and contractors' payments;
7. Ensure the prompt liquidation of cash advances by monitoring due dates of liquidation and providing reminders to relevant staff;
8. Prepare the six-month Unaudited Interim Financial Report (IFR) and other reports for submission to PMU, MOF and WB;
9. Provide the collaboration with an appointed independent auditor including providing information requested, discuss any issues and findings with the auditors, help implement any agreed recommendations as a matter of priority;
10. Provide the audit arrangement, including preparation of draft annual financial statements, logistics for pre- audit, during the audit, and post audit arrangements;
11. Provide on the job-training/ mentoring to the Government finance staff working for the project as part of the knowledge and skills transfer; and
12. Promote and help strengthening compliance of internal control activities and managing project assets.

#### **4. Qualification and work experiences**

The Project Accountant shall have the following qualifications and experience as a minimum requirement:

- 1- Bachelor's Degree in Accounting, Business Administration, Finance or any related fields
- 2- At least 2 years working experience in Accounting or Financial Management;
- 3- Accounting/finance knowledge and/or equivalent experience is a plus;
- 4- Fair written English skill; and
- 5- Computer literate with knowledge of the standard computer programs such as MS-Word, MS-Excel, MS-Power Point, E-mail and Internet etc.

#### **5. Deliverables:**

The Project Accountant will submit a monthly report of activities and duties accomplished including annexes with any technical work generated.

#### **6. Contract duration**

The Project Accountant will be contracted for 18 months, based on the satisfactory annual performance evaluation and confirmation. The contract is subject to a probation period of three months.

#### **7. Management of the Assignment**

The Project Accountant shall work directly with the project manager at the PMU office, DNP and he/she will oversee the day-to-day running of the Financial Desk.

**TERMS OF REFERENCE**  
**PROJECT TECHNICAL OFFICER**  
**Thailand Forest Carbon Partnership Facility**

**1. Background.**

The Forest Carbon Partnership Facility (FCPF) – Readiness Fund Grant No. TF 0A0984, Thailand has received a grant for 3.6 million dollars to carry out the activities under the REDD+ Readiness Project during June 2016 – November 2019, with proposed 2<sup>nd</sup> extension to ending December 2021. The development objective of REDD+ Readiness Project for Thailand is to support the development of the Readiness Preparation Activities. This will be achieved by supporting the preparation of its REDD+ strategy, the design of a national Measurement, Reporting and Verification (MRV) system, and by producing technical work and policy advice. This project has focused on four components: 1) Readiness Organization and Consultation, 2) REDD+ Strategy preparation, 3) Forest Monitoring and Emissions, and 4) Project Management, Monitoring and Evaluation Framework.

The operation is being carried out by the Department of National Parks, Wildlife and Plant Conservation (DNP), which has established a REDD+ office that serves as a secretariat for the grant. The REDD+ office is supported by several Technical Working Groups (TWGs). The members come from concerned sector agencies and nominated by the sector's representative on the REDD+ Task Force. The REDD+ Task Force in Thailand is currently chaired by Director General of the Department of National Parks, Wildlife and Plant Conservation (DNP) and includes representatives from key government agencies which have importance for managing the drivers of deforestation and forest degradation.

Consequently, the Project Management Unit (PMU) of DNP is looking for a suitable Technical Officer to assist in overall stages of technical aspects and coordination of the project.

**2. Objective of the Assignment.**

The objective of the project technical officer's recruitment is to support DNP in carrying out and fulfilling their tasks activities related to the FCPF-REDD+ readiness implementation.

**3. Scope of Work.**

Under the direct supervision of DNP's National Project Manager for the FCPF Readiness program, and the day-to-day direction and in cooperation with DNP staff and other members of the TWGs the Technical Officer will perform the following duties:

1. Assist the project in the day-to-day management and coordination in general technical aspect.
2. Assist in the coordination and support technical matters related to the operation of the project, including technical working groups, national Task Force and Project Steering Committee, to ensure the smooth flow of work in the project
3. Assist to drafting the technical progress reports, mid-term review and annual reports including report from all the meeting.
4. Technical assistance to workshops, meetings, training, consultations with all stakeholder and other events
5. Other duties as may be required.

#### **4. Deliverables:**

The Project Technical Officer will submit a monthly report of activities and duties accomplished including annexes with any technical work generated.

#### **5. Qualifications:**

The Project Technical Officer shall have the following qualifications and experience as a minimum requirement:

- 1- Bachelor's Degree in Forestry, Natural Resources Management, Environment or related field;
- 2- At least 1 years working experience in natural resources or environment or forestry or related field;
- 3- Climate change and REDD+ knowledge and/or equivalent experience is a plus;
- 4- Fair written English skill; and English communication, will be an advantage;
- 5- Computer literate with knowledge of the standard computer programs such as MS-Word, MS-Excel, MS-Power Point, E-mail and Internet etc.

#### **6. Contract duration**

The Project Technical Officer will be contracted for 18 months, based on the satisfactory annual performance evaluation and confirmation. The contract is subject to a probation period of three months.

#### **7. Management of the Assignment**

The Project Technical Officer shall work directly with the project manager at the PMU office, DNP and he/she will oversee the day-to-day running of the project technical aspect and coordination.