



## VACANCY

### GOVERNMENT OF GRENADA

#### MINISTRY OF ECONOMIC DEVELOPMENT, PLANNING AND COOPERATIVES RURAL DEVELOPMENT UNIT (RDU)

#### ACCOUNTS CLERK

The Government of Grenada has established a Rural Development Unit (RDU) with the intention to initiate, facilitate, coordinate and act as a catalyst for the implementation of rural development programmes, leading to sustainable and improved standard of living in rural communities.

The specific objectives of the Rural Development Unit are;

- i. Provide comprehensive farm development support to small and medium farmers in a sustainable manner (climate smart) for improved livelihoods
- ii. Facilitate the development of rural enterprises and small industries for sustainable jobs in rural communities.
- iii. Increase job opportunities through training (skills development) for rural youths.
- iv. Facilitation of essential infrastructure development to support economic and social advancement

The Ministry of Economic Development, Planning & Cooperatives (MOED), the Implementing Agency (IA), now wishes to procure an **Accounts Clerk** on a contract basis to support the implementation of project activities.

#### **Main objective/Role of Officer**

The Accounts Clerk is responsible for providing efficient financial and administrative support to the projects of the RDU by ensuring the accurate and timely processing and maintenance of accounts payable records and transactions. The incumbent will receive, process, verify, and reconcile invoices and payment documentation to facilitate timely payments and maintain financial integrity. All duties must be performed with the highest standards of professionalism, honesty, trustworthiness, and confidentiality.

### **Qualification and Experience:**

The candidate must possess the following:

(a) Minimum of an Associate Degree, Diploma, or Certificate in Accounting, Finance, Business Administration, or a related field;

**OR**

(b) A recognized professional accounting qualification, such as Certified Accounting Technician (CAT) Level III or higher, ACCA Applied Knowledge Level or higher, or an equivalent accounting certification

### **Experience:**

- Minimum three (3) years or more proven work experience in accounting (eg. bookkeeping, accounts payable, or a related financial role).
- Knowledge of basic bookkeeping procedures and accounting practices.
- Familiarity with basic accounting principles, standards, and regulations to ensure compliance and accuracy.
- Proficiency in accounting and bookkeeping software, as well as Microsoft Office applications, particularly Excel.
- Ability to maintain confidentiality and handle sensitive financial information with integrity and professionalism.

**Type of Appointment:** Individual (**Contractual**)

**Duration of Contract:** 2 year (performance review on a yearly basis)

**Duty Station:** Rural Development Unit (RDU)  
GCNA Complex  
Kirani James Blvd.,  
St. George's  
Grenada

### **Application Deadline:**

Interested applicants are invited to submit a letter of application and a detailed resume electronically in PDF format to the email addresses listed below, no later than **4:00 p.m. on Friday, July 24, 2026:**

**Rural Development Unit**  
**Attn: Head, Rural Development Unit**  
**GCNA Complex, Kirani James Blvd.,**  
**St. George's,**  
**Grenada**

**Tel: 1 (473) 442 0105**

**E-mail:**

[rd�@rd�.gov.gd](mailto:rd�@rd�.gov.gd)

[registry@eda.gov.gd](mailto:registry@eda.gov.gd)

[procurement@rd�.gov.gd](mailto:procurement@rd�.gov.gd)

The full details of the specific Term of Reference are available on <https://procurement.gov.gd/> or can be requested at the above address.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**