

## ICMPD Job Profile

### Grants Manager (IP3)<sup>1</sup>

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#### Functional Overview

The Grants Manager is responsible for the coordination and technical oversight, including quality assurance, of grant scheme(s) and the management of grant team(s) under the assigned thematic area while remaining aligned with the strategy, goals, regulatory framework, standard administrative practices and operating procedures of ICMPD and with partner and donor agreements. The incumbent actively contributes to project and capacity development and resource mobilisation efforts. Working under the supervision of the Grants Portfolio Manager, the Grants Manager provides support to partnerships and proposals incubation as well as to internal review processes for new grant proposals; contributes to portfolio analysis, donor reporting coherence, and visibility efforts; and supports risk mitigation and compliance processes in close coordination with line manager.

#### Key Results

**Grant Cycle Management:** In collaboration with all relevant stakeholders, grant scheme plans, scope, objectives and budget(s) effectively determined and developed, ensuring resource availability and technical expertise allocation. Milestones developed to track progress and manage any changes in scope, schedule and costs of the grant scheme(s). Quality standards determined to ensure the quality level of the grant scheme(s). Risks effectively identified and analysed. Project performance tools developed and regularly measured using appropriate techniques. Reporting at grant scheme level (for donors and other internal and external key stakeholders) accurately drafted and delivered in a timely manner.

**Grant Resources Management:** The type, quantity and quality of resources required to achieve the grant scheme's goals accurately identified during the planning phase together with the respective internal partners and within the project(s) budget(s). The grants team(s) skills set, roles and responsibilities clearly defined. Grant contracts effectively negotiated with grant applicants in line with ICMPD's grant rules, regulations and procedures as well as in line of the approved grant scheme(s).

**Stakeholder Management:** Stakeholder expectations and working relationships effectively managed and communication regularly undertaken to ensure all stakeholders are kept informed. Updates on the grant scheme(s) created and circulated to stakeholders and the project team(s).

**Grants Team Management:** Grants team(s) knowledge base developed, ensuring the grant scheme(s) benefit from the right knowledge, experience, and skills sets and that team members are committed to the goals of the grant scheme(s). Grants team(s) effectively motivated and mentored to ensure the highest quality project deliverables. Evaluation of the performance of grants team(s), experts, consultants and service providers regularly and systematically undertaken in accordance with ICMPD's performance management procedures.

**Project Development and Resource Mobilisation:** Substantive input provided to the design of grant schemes and to portfolios that support the achievement of capacity development goals and sustainable approaches.

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<sup>1</sup> This profile is classified as IP3.

Resource mobilization activities initiated and proposals developed for grant schemes requiring additional funding, with funding options identified.

### Required Expertise

- Ability to effectively manage grant schemes and grants teams in an international context.
- Proven capability to promote capacity development measures across the full grant cycle management.
- Familiarity with grant management tools.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of grant schemes.
- Familiarity with management of EU funding and modus operandi of EU institutions.
- Familiarity with EU project cycle management.
- Familiarity with monitoring, evaluation and learning tools for tracking progress toward results and documenting project/programme achievements.
- Demonstrated success in building networks and partnerships and in the initiation and deployment of knowledge management and resource mobilisation activities.

### Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in a relevant field. A first-level university degree (Bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the Master's degree.
- Minimum of 5 years of experience in the development and management of projects and project teams in the field of migration or a related field, at the international level.
- Strong analytical, drafting and organisational skills.
- Good coordination and management skills.
- Strong communication skills.
- Proficiency in English and French (verbal/written) is required, proficiency in other EU languages is considered an asset.
- Proficiency in the use of standard IT tools.