

ICMPD Job Profile

Resources Management Officer ¹ - Regional Office (RO)

FUNCTION (Task Identity):

Under the direct supervision of the Regional Resources Manager (RRM) for the Region, the Resources Management Officer (RMO) is responsible for planning, monitoring and control of resources of a portfolio of projects for designated Field Offices within the Region.

S/he monitors and controls budget allotments and expenditure ensuring accurate utilisation of financial resources in line with ICMPD's rules and regulations and donor agreements. The RMO controls the financial aspects of all types of contracts and the business processes, ensures accurate financial reporting to donors and acts as the Certifying Officer under the Financial Regulations of ICMPD.

The RMO participates in the corporate financial management process by planning and implementing the budget of the designated Field Offices and monitors implementation of the shared services budgets of designated Field Offices in line with organisational objectives and policies.

The RMO supervises and mentors Junior Resource Management Officer(s) (JRMO) in the designated Regional/Field Offices, as applicable. S/he trains and advises ICMPD project staff and partners on ICMPD rules and procedures and participates in organisational development of the resources management function.

TASKS AND RESPONSIBILITIES (as per Job Component):

1. Planning, resources allocation and budget formulation:

- Participates in project formulation. Provides input to design of project structures; designs administrative support mechanisms and structures at project level.
- In close collaboration with the Regional Resources Manager, guides and monitors the planning of the Shared Services budgets for the Field Offices as applicable.
- Plans and implements a portfolio approach to project financial planning.
- Analyses projects' financial plans and budgets for financial feasibility and advises on ways to achieve economies of scale and cost-efficiency at portfolio and project levels.
- Supports Project Managers in preparation of budget forecasts for projects.
- Advises on and participates in budgeting process for all projects. Reviews, analyses and revises budget data, analyses and validates allocations and costing ensuring consistency with donor requirements and financial rules, verifies correctness of costing.
- Analyses, calculates and verifies correctness of co-funding provisions to project budgets.
- Provides input to drafting of budget notes and budget justifications.
- Provides inputs, such as financial information, details on payment schedules and financial reporting to the process of budget negotiation with donors and partners and preparation of donor contracts and partners agreements.
- Uploads approved budgets and budget revisions into SAP, keeps project financial data in SAP and project folder (protect net) accurate and updated.

¹ This job profile is classified at IP3 grade.

- Trains staff on budget preparation, reallocation and revision, advises staff on use of various donor budget formats.

2. Budget and costs monitoring and operations control:

- Monitors budget implementation and financial performance of the respective portfolio of projects and identifies issues, priorities and exceptions for further action.
- Monitors allocation and assesses staff costs on regular basis, advises on budget availability in process of staff deployment and redeployment, initiates budget revisions to reallocate staff costs when required.
- Monitors expenditure of the shared services budgets of the designated Field Offices against established budgetary requirements in close collaboration with the local Administrative Officers.
- Monitors project partners' expenditures in projects, check financial reports, verifies supporting documents.
- Monitors co-funding obligations to projects, identifies gaps and proposes corrective actions.
- Prepares data analysis for budget revisions and budget reviews to projects.
- Acts as a Certifying Officer for projects and Field Offices ensuring that financial obligations and expenditures are in accordance with approved budgets and ICMPD's financial rules and donor contracts.
- Monitors procurement process for the simplified procurements below EUR 100K ensuring compliance with ICMPD's procurement rules, guides project teams through the procurement process. Reviews contract conditions and contract terms, certifies for acceptability and forwards for signature to the designated signatory authority.
- Monitors financial bookings ensuring accurate financial recording, identifies incorrect bookings and initiates corrective actions and follows up.
- Trains ICMPD employees on rules, procedures and requirements, provides ongoing advice on various aspects of budget implementation, provides input to development of processes and procedures, identifies inconsistencies and weaknesses, finds solutions and takes corrective action.

3. Financial reporting and support to audit:

- Prepares financial reports to donors and partners as per agreed formats and donor agreements ensuring correctness of information and format. Communicates with ICMPD employees, donors and project partners for preparation of reports.
- Calculates in-kind and co-funding contributions for financial reporting purposes. Maintains overview of the financial reporting schedules for assigned portfolio, monitors audit schedule per project, coordinates audit preparation with ICMPD Financial Officer.

4. Grant expenditure monitoring and control:

- Provides support to Project Teams in monitoring grant expenditure, and adherence to contractual agreements; recommend amendments and extensions of contracts.
- In collaboration with ICMPD's Procurement and Grants Unit (PGU), participates in monitoring expenditure and undertakes verification missions when necessary.
- Checks and validates financial reports from grants beneficiaries, validates supporting documents for correctness and completeness. Seeks clarifications and request further information as required.
- Maintains grants files and uploads documents in SAP.
- Trains ICMPD staff and grant beneficiaries on eligibility of costs and reporting requirements to grant beneficiaries. Prepares and drafts training materials and prescriptive contents.

5. Management, training and capacity building:

- Supervises the work of the ARMO(s) and provides technical guidance to local Administrative Officer(s), as applicable. Assesses performance as well as motivates and mentors. Organises work by allocating tasks and coordinating work processes, monitors quality of work and takes corrective actions.
- Keeps the designated Field Office Administrative Officer(s) abreast of developments relating to ICMPD's rules, guidelines and business processes as well as organisational objectives and developments.
- Supports induction of new ICMPD employees by provision of training and advice in the area of work.

KEY RESULTS (as per Job Component):

- Project level operational support mechanisms and administrative structures designed and implemented based on a portfolio approach and economies of scale.
- Budgets formulated, allocated and reallocated according to financial feasibility, cost-effectiveness and economies of scale in line with donor requirements and ICMPD's financial rules applying a portfolio approach.
- Administrative resources planned and managed through cost-efficient budgets.
- Financial resources in all budget categories across all projects utilised economically and efficiently in accordance with contractual obligations, approved budgets and ICMPD's rules and regulations.
- Project financial reports prepared accurately according to donor schedules and formats.
- Grants expenditure monitored timely and efficiently.

INCUMBENT PROFILE:

- At least 5 years of position relevant experience in financial management of projects and programmes.
- Experience in the monitoring of a grants expenditure component is a distinct asset;
- Advanced knowledge in MS Office (Excel) and SAP, experience in web-based management systems (Share point);
- Substantive knowledge of project management procedures and rules of EC/donors/international organisations including procurement, budgeting and financial management;
- Experience in team management is a requirement;
- Experience in project management is required. Professional training in project cycle management is an advantage;
- Attention to detail and ability to work under pressure and tight timelines.

CORPORATE QUALIFICATIONS:

- Experience in an international context
- Proficiency in verbal/written English. Proficiency in French and/or Arabic is an asset.
- Master's in a field relevant to the area of work (business administration, financial management or related field).