

## ICMPD Job Profile

### PROJECT OFFICER-GRANTS<sup>1</sup> (Pan-Africa)

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#### Functional Overview

The Project Officer – Grants supports the implementation of the grants component of a regional project covering Benin, Burkina Faso, Côte d'Ivoire, Ghana, and Togo. Under the supervision of the Project Manager and in close coordination with the Procurement and Grants Unit (PGU) and the Resource Management Unit (RMU), the incumbent contributes to the preparation and launch of calls for proposals, review of grant applications, and continuous monitoring of grant implementation and compliance. The role encompasses financial and technical oversight, stakeholder coordination, and input to reporting and visibility activities. The Project Officer works closely with grantees and relevant project partners to ensure that grants are implemented in accordance with ICMPD rules and donor requirements.

#### Key Results

**Support to the development and launch of calls for proposals:** Technical input is provided to the definition of the scope, eligibility criteria, and selection procedures for calls for proposals. Collaboration with PGU and the Project Manager ensures timely preparation, launch, and outreach to civil society organisations. Applications are reviewed against administrative, financial and technical eligibility criteria, and contributions are made to evaluation and selection processes.

**Grants implementation and compliance monitoring:** Grantee implementation is monitored through regular field visits to follow-up on activities, deliverables, adherence to workplan and administrative compliance. Technical assistance is provided to grantees to support their compliance with ICMPD and donor rules, including procurement thresholds and budget allocations. Forecasts, expenditures, and reallocation thresholds are systematically reviewed, and corrective measures are coordinated as needed.

**Reporting and stakeholder coordination:** Narrative and financial reports submitted by grantees are reviewed for completeness and compliance in close coordination with the RMU. Inputs are provided to ICMPD's project reports and donor submissions. Support is provided to the organisation of field visits, stakeholder meetings, and communication activities. Contributions are made to the preparation of infonotes, newsletters, and content for the website and social media platforms.

**Project communication and grants administration:** Inputs are provided to the production of substantive project-related content and visibility materials. Contributions support the timely achievement of high-quality outputs and the integration of grant activities within the overall project

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<sup>1</sup> This project profile is classified at IP/LP2.

framework. Collaboration with the communications team and project staff ensures consistent messaging and alignment with ICMPD standards.

**Support to yearly reporting and financial closure:** Assistance is provided in the preparation of yearly budget inputs, financial reporting, and audits in coordination with the RMU. Lessons learned and good practices from grant implementation are documented and shared to support continuous improvement. Contributions are made to the development of donor reports and the design of future grant-making activities.

### **Required Expertise**

- Capability to effectively implement activities of project grants administration in an international context.
- Ability to monitor projects from both financial and technical perspectives and extract learning.
- Capability to effectively monitor financial expenditure within budgetary limits.
- Solid analytical, drafting, reporting, communication and organisational skills.
- Ability to establish good working relations with project teams and stakeholders to ensure effective coordination in the assigned area of work.
- Ability to provide quality inputs to project and programme reports required internally, as well as for donors and partners.
- Ability to work collaboratively within a team.

### **Qualifications, Experience and Language Skills**

- Master's degree in a relevant field or equivalent.
- Minimum of 3 years of experience in grant management, including work on migration or related thematic areas, preferably in an international context.
- Experience in project financial and technical monitoring.
- Experience working with EU-funded projects and an understanding of EU institutional procedures.
- Proficiency in verbal and written English and French is required.
- Proficiency in the use of standard IT tools, including Microsoft Excel.