

## ICMPD Job Profile

### Resources Management Officer<sup>1</sup>

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#### Functional Overview

The Resources Management Officer (RMO) is responsible for the monitoring of allotments and review of financial expenditures, certification and project budgets for assigned project(s) within a project portfolio and provides relevant advice and training to ICMPD employees on rules, procedures and requirements. She proactively contributes to the project level planning of project structures and administrative mechanisms for supporting the formulation of project budgets, revisions and for financial monitoring and administrative controls of the assigned projects. S/he monitors, plans and controls project funds, validates and verifies correctness of recording of project expenditures and financial reports from project partners and grants beneficiaries. S/he controls financial aspects of all types of contracts (donor, expert and procurement contracts), ensuring adherence to ICMPD's Financial Rules and internal control procedures as well as donor requirements. S/he acts as a Certifying Officer.

#### Key Results

**Monitoring and Review of Resources, Expenditure Control and Certification:** Competent input, guidance and support provided to project managers in the development of budget proposals and amendments, review of draft budgets, budget forecasting and adherence to pro-forma rates and budgetary instructions. Budget implementation and financial performance of the assigned projects closely monitored. Project partners' expenditures regularly reviewed together with financial reports. All supporting documentation accurately verified. Appropriate inputs provided to project contracts, donor contracts, partnership and consortium agreements. Budget and budget revisions accurately prepared and uploaded into SAP. Acting as Certifying Officer, all financial obligations and expenditures confirmed as being in accordance with approved budgets and ICMPD's financial rules and donor and grants contracts.

**Contributions to the Planning and Implementation of Resources:** Appropriate and relevant inputs and contributions provided to the formulation, planning, negotiation and clearance of project budgets with donors, partners and grants beneficiaries for a portfolio of projects. Budget templates prepared, and draft budgets verified for correctness of formula and adherence to the provided pro-forma rates and budgetary instructions. All expenditures accurately reviewed and certified, in line with contract conditions and terms. Effective support provided to project teams in monitoring the project portfolio expenditures, to the creation and maintenance of standardized monitoring tools, and records for internal and external reporting purposes. Compliance between grant rules and regulations and call for proposals effectively monitored.

**Contributions to Financial Reporting and Audit:** Proficient analysis of financial data undertaken and inputs to draft financial reports to donors accurately prepared, in compliance with donor formats and agreements. An effective overview maintained of the financial reporting schedules for the assigned portfolio, including grants, as required. Financial reports of assigned projects effectively prepared and consolidated. Supporting documents for financial reports as per donor requirements ably compiled in line with ICMPD's regulatory

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

framework. Project files and uploading of documents in SAP verified, uploaded and maintained. Working closely with the respective Regional Resources Manager (RRM) and other RMOs, and in collaboration with ICMPD's Corporate Financial and Budget Management Division (CFBM), effective contributions provided to the preparation of project audits and clarification of queries.

**Teamwork:** A self-motivated and analytical approach maintained, with high attention to detail, ensuring the project(s) benefit from the right support. ICMPD employees effectively guided and trained on rules, procedures and requirements. Ongoing relevant advice provided on various aspects of budget implementation including grants procedures, monitoring and reporting.

### Required Expertise

- Ability to effectively contribute to effective resource planning and implementation of financial management of projects in an international context in a timely and accurate manner.
- Capability to explore ways to deal with common resourcing challenges and propose improvements to the way project resources are planned and delivered.
- Ability to integrate new approaches and innovations and ensure the cost-effective use of resources.
- Capability to successfully build networks and partnerships.
- Familiarity with financial monitoring and reporting of resources to ensure effective support toward successful results of project implementation.
- Capability to establish good working relations with project teams and stakeholders to ensure effective coordination in the assigned area of work.

### Qualifications, Experience and Language Skills

- Master's Degree related to the area of work (Business Administration, Accounting, Financial Management).
- Minimum of 3 years of position-relevant experience in financial management of projects at the international level, including grants.
- Good organisational skills including managing conflicting priorities and working with tight deadlines.
- Attention to detail and experience in effectively working with data and statistics.
- Good analytical and interpersonal skills.
- Proficiency in the use of standard IT tools. Knowledge of SAP or other ERP tools is an asset.