

ICMPD Job Profile

Resources Management Officer¹ - TR

Functional Overview

The Resources Management Officer is responsible for the sound financial and operational management of all projects under the Türkiye Representation, ensuring compliance with ICMPD financial rules, donor requirements, and institutional procedures. Reporting to the Head of Operations and working closely with Portfolio Managers and project teams, the incumbent oversees project budgeting, expenditure control, donor reporting, procurement, and audit coordination. The role includes supervisory responsibility for the Resource Management Team in Türkiye and contributes to continuous improvement through training, quality assurance, and active participation in corporate initiatives.

Key Results

Strategic Planning and Resource Allocation: Project-level and portfolio-wide budget planning is proactively supported through financial analysis, costing advice, and technical inputs. Project formulation and the design of operational structures are guided by a portfolio approach, with a focus on cost efficiency and scalability. Resources are implemented in a cost-effective manner and systematically monitored, ensuring the accurate utilisation of financial resources in line with ICMPD's rules and regulations, donor and partner agreements. Shared service costs are assessed and reallocated, and including review and certification of contract conditions and contract terms ensured. Project teams are advised on budget preparation and revisions, and accurate financial inputs are provided for donor contracts and reporting frameworks.

Budget Implementation and Operational Control: Expenditures across all Türkiye-based projects are monitored, certified, and recorded in line with ICMPD financial rules and donor agreements. Budget variances are identified, and corrective actions—including reallocations—are taken in consultation with project teams. All procurement processes implemented in compliance with ICMPD's procurement rules, and contract terms are verified prior to certification. Guidance is regularly provided to teams on costing, donor requirements, and ICMPD rules.

Donor Reporting and Audit Support: Donor and partner financial reports are prepared in accordance with contractual timelines, templates, and standards, drawing on accurate and up-to-date data. In-kind and co-funding contributions are calculated, documented, and tracked. Audit preparation is coordinated with the Finance Unit, and questions arising during audit processes are

¹ This project profile is classified at LP3

clarified through thorough documentation and financial oversight. Staff and partners are supported through training on business processes and financial compliance.

Team Leadership and Organisational Learning: The Resource Management Team in Türkiye is effectively supervised, with task allocation, performance monitoring, and mentorship aligned to organisational standards. Staff are kept abreast of changes in business processes and financial systems, and individual development is supported through training and onboarding. The RMO contributes to ICMPD's organisational learning by participating in Communities of Practice and business process reviews and by developing and sharing training materials.

Required Expertise

- Strong knowledge of financial management in international projects, including budget formulation, expenditure control and donor reporting.
- Ability to effectively manage resources and teams in an international project context.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of projects.
- Strong interpersonal skills to build constructive working relationships across internal departments and external partners.
- Solid experience supporting audit processes and ensuring financial compliance at project and field office levels.
- Strong knowledge of financial planning monitoring and evaluation of resources to ensure effective support toward successful results of project/programme implementation.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 5 years of experience in international project financial management, preferably including team supervision.
- Solid drafting, communication and presentation skills.
- Proficiency in (verbal/written) English and the language of the duty station is required.
- Proficiency in the use of standard IT tools.