

ICMPD Job Profile

RESOURCES MANAGEMENT OFFICER-GRANTS LEAD¹ - P3

Functional Overview

Working closely with and reporting to the Senior Operations Manager (SOM), the Resources Management Officer-Grants Lead is responsible for the planning, monitoring and control of resources of the projects with a focus on grants' schemes within the Türkiye-based project portfolio with the support of the (Junior) Resources Management Officers-Grants ((J)RMO-Grants). The RMO-Grants Lead validates and verifies correctness of recording of project expenditures and the financial reports from grant beneficiaries; contributes to the preparation of relevant reports to donors according to the reporting schedules and established formats, and provides input to project audits; acts as the Certifying Officer under the Financial Regulations of ICMPD; liaises with (J)RMOs in other Regions on grant-related issues; trains and advises ICMPD employees and partners on ICMPD rules and procedures and participates in organisational development of the resources management function with a focus on grants.

Key Results

Planning of Grants Processes and Activities: Administrative processes for project-related grant management and implementation and the design of timelines expertly planned together with project teams and Resource Management staff, ensuring compliance with ICMPD rules and procedures, established business processes and with applicable donor rules. Compliance between grant rules and regulations and call for proposals systematically reviewed, with an overview of the grants reporting schedules regularly undertaken. Continuous effective contributions provided to ICMPD grant rules and procedures development, including normative document preparation.

Management of Grants Processes and Activities: High-quality and timeliness of all grants process-related documents and communications consistently maintained. Effective support provided to project teams in monitoring grant expenditure and adherence to contractual agreements. Expert recommendations proposed for amendments and extensions of contracts. Proactive participation undertaken in verification missions as required. Effective communication ensured with the local legal/administrative authorities ensuring the smooth implementation of grants focused projects. Ongoing expert advice provided on various aspects of budget implementation including grants procedures, monitoring and reporting.

Implementation of Grants, Reporting and Training Activities: An effective oversight ensured of the respective grants reporting schedules. Financial reports from grants beneficiaries systematically reviewed and validated together with the supporting documents, ensuring correctness and completeness. Any clarifications and requests for further information promptly sought as necessary. Acting as Certifying Officer, all financial obligations and expenditures regularly reviewed ensuring compliance with approved budgets and ICMPD's financial rules and donor contracts. Expert inputs provided to the financial reports prepared for donors and partners as per agreed formats and donor agreements ensuring accuracy of information and format. Grants' files effectively maintained, and documents uploaded in SAP. Relevant training materials, including prescriptive content,

¹ This project profile is classified at LP3.

accurately prepared and drafted on grants related topics such as eligibility of costs and reporting requirements for the training of ICMPD staff, respective stakeholders and grant beneficiaries

Team Management: The work and internal processes and accountabilities of the (J)RMO(s)-Grants effectively coordinated, and the quality of work regularly monitored and corrective actions taken as required. The performance of the (J)RMO(s)-Grants fairly and transparently assessed, promoting highly professional and ethical standards as well as supporting the development of skills and competencies.

Required Expertise

- Demonstrated success in effective resource planning and implementation of financial management of projects and programmes with a focus on grants.
- Ability to provide effective advice to stakeholders in the initiation and deployment of grants processes and activities.
- Excellent organisational skills with attention to detail and accuracy.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of project-related procurement processes.
- Adaptability and flexibility.
- Strong sense of teamwork and effective interpersonal skills.
- Ability to effectively guide and supervise the work of relevant staff and experts.

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 2 additional years of relevant work experience may be accepted in lieu of the master's degree.
- Minimum of 5 years of position-relevant experience in financial and contractual management of projects, grants, sub-grants, and financial monitoring and evaluation of grants and programmes at the international level.
- Experience in preparing grant application packages.
- Experience in managing conflict priorities and working with tight deadlines.
- Proficiency in (verbal/written) English and in Turkish.
- Proficiency in use of standard ICT tools.
- Experience in use of ICT tools related to grant and resource management.