

ICMPD Job Profile

PROJECT OFFICER-GRANTS¹ MPF

Functional Overview

Working closely with the MPF Grants Portfolio Manager, the MPF Grants Manager, project team members and Units such as the Resource Management Unit (RMU) Brussels, the Project Officer-Grants administers grants to awarded projects. The work encompasses the verification of compliance with eligibility and administrative rules; review of legal, administrative and financial aspects; preparation of grant contracts and amendments; regular monitoring of technical implementation and budget execution; review of financial and narrative reports provided by beneficiaries; stakeholder (grantees, donors) support, field visits, and event, meeting and communication activities.

Key Results

Contributions to Grants Operations and Compliance Activities: Technical implementation of grants regularly monitored against set objectives and indicators. In close cooperation with the RMU, expert assistance provided to potential applicants in the project development phase and with grant contract negotiations. Grant contracts effectively implemented in line with ICMPD rules and procedures as well as partner and donor agreements, ensuring compliance with ICMPD/MPF grant management rules and procedures as well as with donors' contract stipulations. Grant expenditure and forecasts systematically reviewed, ensuring budget allocations and thresholds for reallocations are not exceeded. Any corrective action promptly implemented.

Technical Support to Reporting Activities and Stakeholder Management: Interim and final narrative and financial reports of grantees reviewed and accurately assessed in close cooperation with the RMU. Deliverables submitted in a timely manner, liaising with the grantees and the RMU when special measures required. In close coordination with the MPF Grants Portfolio Manager, the Grants Manager and the RMU, potential risks identified, appropriate mitigating measures proposed, and corrective action implemented. Progress and end-of-action reports drafted, compiling accurate statistical information. Monitoring missions undertaken, as required. Proactive contributions and ideas provided to the design of communication materials (project info notes, newsletters, articles, website and social media), and to events, internal and external meeting organisation with stakeholders (grantees, donors).

Contributions to Overall Grants Administration within a Project Environment: Timely achievement of high-quality outputs ensured within the assigned area of work. Relevant contributions provided to the production of substantive project-related content and the preparation of inputs to donor and other reports. Proactive contributions provided to the overall project visibility and communication activities proposing content and inputs for social media, website and other relevant platforms.

¹ This project profile is classified at IP2.

Contributions to Yearly Closure Activities: Based on knowledge and experience, useful contributions provided to the production of project-related content as well as extraction and dissemination of best practices and lessons learned. Effective assistance provided to the monitoring of grant expenditure for the MPF programme-level financial yearly closure, preparation of yearly budget and audits in collaboration with the RMU.

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 related to the area of work or equivalent.
- Minimum of 3 years of experience in grant management at the international level. At least 1 year of experience in the migration and mobility fields or in other issues of relevance to the MPF.
- Experience in project financial and technical monitoring.
- Experience with management of EU funds (and related rules and procedures) and an understanding of EU institutions modus operandi.
- Proficiency in (verbal/written) English. Proficiency in French is an asset.
- Proficiency in the use of standard IT tools, and of Microsoft Excel in particular.