

ICMPD Job Profile

Junior Resources Management Officer¹

Functional Overview

Working closely with the Regional Resources Manager and Resources Management Officers, the Junior Resources Management Officer supports the monitoring of allotments and control of financial expenditures, certification and project budgets. S/he is responsible for the accurate utilisation of financial resources in line with established rules and donor contracts. S/he verifies and certifies payments under the Financial Regulations of ICMPD. S/he supports the formulation of project budgets and budget revisions. S/he validates and verifies correctness of recording of project expenditures and checks and validates regional projects.

Key results

Monitoring of Resources, Expenditure Control and Certification: All projects assisted in certifying their project expenditures. Correctness of project expenditures reviewed. Financial reports from project offices and cash expenditure reports (CER) from staff verified. All supporting documentation validated for correctness and completeness. Supporting documents attached to claims, invoices and requests for payment reviewed and verified with any queries being promptly resolved. Submission of timesheets monitored and completeness and correctness of timesheets by ICMPD staff verified. Staff advised of any corrective measures needed. Staff allocation data updated in SAP in line with staff allocation procedure.

Support to the Planning and Implementation of Resources: The formulation, planning and clearance of project budgets and budget revisions supported, with internal stakeholders. Appropriate budget templates and forms prepared for further approval. Draft budgets verified for correctness of formula and adherence to the provided pro-forma rates and budgetary instructions. Approved budgets and budget revisions uploaded in SAP. All expenditures for projects accurately reviewed and certified, in line with contract conditions and terms. Progress of budget execution regularly tracked and systematic data analysis undertaken vis-à-vis potential budget revisions and the Regional Resources Manager and Resources Management Officers advised accordingly. In collaboration with ICMPD's Corporate Finance and Budget Unit (CFBM) preparation of project audits supported and support for clarification of queries, in close collaboration with the Regional Resources Manager.

Support to the Financial Reporting and Audit: Competent analysis of financial data provided and draft financial reports to donors accurately prepared in compliance with donor formats and agreements. Financial reports for a portfolio of projects effectively prepared and consolidated. Supporting documents for financial reports as per donor requirements proficiently compiled in line with ICMPD's regulatory framework. Project files and uploading of documents in SAP verified, uploaded and maintained.

Teamwork: A self-motivated and analytical approach maintained, with high attention to details, ensuring the project(s) benefit from the right support. Regional Resources manager and Resources Management Officers actively supported with the day-to-day implementation of projects and support for training and guidance to ICMPD staff.

¹ This job profile is classified at P1 grade.

Required Expertise

- Capability to effectively support activities of resources management in a project environment within an international context in a timely and accurate manner.
- Ability to accurately and timely support the Resources management Officers for processing of invoices and claims in accordance with ICMPD regulations and established procedures.
- Ability to monitor and analyse resources in line with financial regulations and administrative instruments, as well as reporting tasks.
- Familiarity with financial monitoring of resources to ensure effective support toward successful results of project/programme 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 1 year of position-relevant experience in financial management of projects and programmes and/or audit.
- Good organisational skills including managing conflicting priorities and working with tight deadlines.
- Attention to detail and eagerness to work 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.

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