

## ICMPD Job Profile

# Regional Resources Management Officer<sup>1</sup>-HQ

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### Functional Overview

The Regional Resources Management Officer (RRMO), working closely with the Head of Region (HoR), the respective Portfolio Manager, and project team members, is responsible for providing high-quality technical support to the effective planning, monitoring and control of resources of a portfolio of projects within a Regional Programme (based in an HQ location) and the management of supporting staff/personnel. Providing support on the design of project structures and advice on project formulation processes to internal and external stakeholders, the RRMO ensures cost-effective implementation and management of resources and application of economies of scale to a regional portfolio environment and that the implementation of all resource and administrative procedures are in alignment with the regulatory framework, standard administrative practices and operating procedures of ICMPD and donor and partner agreements.

### Key Results

**Planning and Management of Resources :** In collaboration with all relevant internal and external project stakeholders, technical expertise and advice provided on the efficient planning of portfolio resources Pro-active support provided to managers in project formulation, design of project structures and review of budget proposals, all based on a portfolio approach and ensuring resource availability and technical expertise allocation. Milestones developed to track progress and manage any changes in scope, schedule and costs in alignment with ICMPD's project management methodology. Quality standards determined to ensure the quality level of the management of resources. Risks effectively identified and analysed. All expenditures for projects and Project Offices accurately reviewed and certified, including review and certification of contract conditions and contract terms ensured. Donor and partner reporting accurately drafted and delivered in a timely manner. In collaboration with ICMPD Corporate Finance and Budget Unit (CFBM) project audits prepared, and audit queries relating to financial report clarified.

**Monitoring of Resources:** Budget implementation regularly monitored together with an in-depth analysis of financial performance at the portfolio level. Issues promptly identified and proposals for resolution provided. Accurate data analysis undertaken vis-à-vis potential budget revisions and project managers advised accordingly. Expenditure of the shared services budgets of Project Offices closely monitored against established budgetary requirements. Project partners' expenditure in projects regularly monitored with financial reports being routinely checked and supporting documentation verified. Allocation and assessment of staff costs regularly reviewed and any necessary budget revisions undertaken to reallocated staff costs when required. All procurement processes implemented in compliance with ICMPD's procurement rules and relevant guidance provided through the procurement process. Inputs provided to the development of guidelines and training materials.

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<sup>1</sup> This project profile is classified at IP3

Proactive participation undertaken in ICMPD business process improvement activities and the Community of Practice (CoP).

**Stakeholder Management:** All financial reports to donors and partners accurately drafted and prepared as per agreed formats and donor agreements ensuring correctness of information and format. Effective communication and collaboration undertaken with relevant ICMPD staff, donors and project partners for the preparation of reports, ensuring the accuracy of supporting documents. Training and advice regularly provided to project staff, donor and partners on ICMPD business processes, rules and guidelines.

**Team Management:** Team's knowledge base developed, ensuring the project(s) benefit from the right support, experience, and skills sets. The team effectively motivated and mentored to ensure the highest quality deliverables. Evaluation of the performance of team members, experts, consultants, and service providers regularly and systematically undertaken in accordance with ICMPD's performance management procedures. Induction of new Administrative staff of the Regional team effectively coordinated and provision of training and advice provided in the area of work.

### Required Expertise

- 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.
- Familiarity with financial planning monitoring and evaluation of resources to ensure effective support toward successful results of project/programme implementation.
- Demonstrated success in building networks and partnerships and in the initiation and deployment of knowledge management within the area of work.

### Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 5 years of experience in the management of resources and teams in the field of resources management at the international level.
- Solid drafting, communication and presentation skills.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools.