

ICMPD Job Profile

Junior Resources Management Officer (IP1)¹

Functional Overview

The Junior Resources Management Officer supports the efficient monitoring, management, and certification of financial resources and project budgets in compliance with ICMPD's regulatory framework and donor agreements. Under the supervision of the Regional Resources Manager (RRM)/Regional Resources Management Officer (RRMO), the role focuses on verifying expenditures, assisting with budget preparation and revisions, maintaining financial records, and supporting financial reporting and audits. The Officer contributes to the accurate utilisation of financial resources and ensures proper documentation to meet organisational and donor requirements.

Key Results

Support to Resource Planning and Implementation: The Officer assists in preparing project budgets and budget revisions, ensuring templates and documentation comply with ICMPD standards. Draft budgets are reviewed for accuracy in formulas, adherence to provided rates, and alignment with budgetary guidelines. Approved budgets and revisions are uploaded into SAP, ensuring timely and accurate execution. The Officer tracks budget execution, performs data analysis, and identifies potential adjustments, providing insights to the Regional Resources Manager to support decision-making. Collaboration with the Corporate Finance and Budget Unit ensures effective support during project audits and the resolution of financial queries.

Financial Reporting and Audit Support: The Officer supports the preparation of draft financial reports for donors, ensuring compliance with donor requirements and organisational standards. Supporting documentation is compiled and maintained in accordance with ICMPD's regulatory framework. Project files are accurately organised and uploaded into SAP, enabling transparency and efficient audit processes.

Teamwork and Support: The Officer actively supports in day-to-day tasks, ensuring projects are provided with timely and accurate financial assistance. Guidance and administrative support are offered to ICMPD staff, contributing to the smooth implementation of financial processes. A collaborative and proactive approach is maintained to foster teamwork and ensure effective resource management.

Required Expertise

- Knowledge of financial monitoring, budget preparation, and expenditure certification.
- Familiarity with donor reporting requirements and financial regulations in an international context.
- Ability to maintain accurate records and contribute to financial reporting and audits.
- Capacity to collaborate effectively with team members and provide guidance on financial processes.
- Strong organisational and administrative skills with attention to detail and accuracy.

¹ This profile is classified at IP1.

Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in a relevant field (Business Administration, Accounting, Financial Management). A first-level university degree (Bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the Master's degree.
- Minimum of one year of relevant professional experience in financial monitoring, budget preparation, or administration, preferably in an international organisation.
- Proficiency in English (verbal and written) is required, proficiency in French and/or Arabic is an asset.
- Competence in using standard office IT tools and financial management systems; familiarity with SAP is advantageous.