

## ICMPD Job Profile

### Resources Management Officer<sup>1</sup> - RMU Brussels Mission

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#### **FUNCTION (Task Identity):**

The Resource Management Officer (RMO) Brussels Mission (hereinafter referred to as the RMO), is in charge of portfolio and project level planning of project structures and administrative mechanisms, for formulation of project budgets and for financial monitoring and administrative controls within the Brussels-based project portfolio.

The RMO carries out a range of responsibilities related to portfolio and project level financial management. S/he supports the formulation of project budgets and monitors and controls budget allotments and expenditures, being responsible for accurate and efficient deployment and utilisation of resources in line with established rules and contracts. She monitors, plans and controls project funds as well as validates and verifies correctness of recording of project expenditures and checks and validates financial reports from project partners. The RMO ensures accurate financial reporting to donors and prepares financial documentation for project audits. S/he supports management of the Brussels Mission in financial management process by planning and managing the budget of the Brussels Mission in line with organisational objectives and policies and in coordination with local authorities as regards local staff matters.

The RMO controls financial aspects of all types of contracts (donor, expert and procurement contracts) ensuring adherence to ICMPD's Financial Rules and internal control procedures as well as donor requirements. S/he and acts as the Certifying Officer under the Financial Rules of ICMPD.

The RMO provides daily supervision and advice to the Resources Management Officers and Associate Resources Management Officers. S/he ensures an equitable balance of tasks assigned to the different RMOs and A-RMOs. S/he trains and advises ICMPD staff and partners on ICMPD financial rules and procedures and participates in the organisational development of the resource management function.

S/he works under the supervision of the Head of the Resources Management Unit, Brussels.

#### **TASKS AND RESPONSIBILITIES (per Job Component):**

##### 1.Planning, Resources Allocation and Budget Formulation:

- Participates in project formulation. Designs project structures based on portfolio approach and economies of scale, designs administrative support mechanisms and structures at project level;
- In close collaboration with the Head of Resource Management-Brussels Mission coordinates and oversees planning of the shared services budgets for the Brussels Mission;
- Plans and implements portfolio approach to project financial planning. Coordinates financial planning processes for the portfolio and individual projects;
- Analyses projects' financial plans and budgets for financial feasibility and advices on ways to achieve economies of scale and cost-efficiency at portfolio and project levels;
- Advises on and participates in budgeting process for projects. Reviews, analyses and revises budget data, analyses and validates allocations and costing ensuring consistency with donor requirements and financial rules, verifies correctness of costing;
- Analyses, calculates and verifies correctness of co-funding provisions to project budgets;
- Provides input to drafting of budget notes and budget justifications;

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<sup>1</sup> This job profile is classified at IP3 Grade.

- Provides inputs, such as financial information, details on payment schedules and financial reporting to the process of budget negotiation with donors and partners and preparation of donor contracts and partner agreements;
- Uploads approved budgets and budget revisions into SAP, keeps project financial data in SAP and project folder (protect net) accurate and updated.

## 2. Budget and Costs Monitoring and Operations Control:

- Monitors budget implementation and financial performance at portfolio and project levels and identifies issues, priorities and exceptions for further action;
- Monitors allocation and assesses staff costs on regular basis, advises on budget availability in process of staff deployment and redeployment, initiates budget revisions to reallocate staff costs when required;
- Monitors project partners' expenditures in projects, checks financial reports, verifies supporting documents;
- Monitors co-funding obligations to projects, identifies gaps and suggests corrective actions;
- Prepares data analysis for budget revisions and budget reviews to projects;
- Acts as Certifying Officer for projects, ensuring that financial obligations and expenditures are in accordance with approved budgets and ICMPD's financial rules and donor contracts;
- Acts as a member of procurement evaluation committee and grant evaluation committee. Reviews and validates selected bids or grants. Requests clarification and additional information as necessary. Checks and verifies supporting documents, verifies and certifies selection of supplier under a single offer procedure;
- Reviews contract conditions and contract terms, certifies for acceptability and forwards for signature of the Head of Resources Management-Brussels;
- Monitors bookings ensuring accurate financial recording, identifies incorrect bookings and initiates corrective actions and follows up.

## 3. Financial Reporting and Support to Audit:

- Prepares financial reports to donors and partners as per agreed formats and donor agreements ensuring correctness of information and format. Communicates with ICMPD staff, donors and project partners for preparation of reports. Ensures the accuracy of supporting documents;
- Calculates in-kind and co-funding contributions for financial reporting purposes. Maintains overview of the financial reporting schedules for assigned portfolio, monitors audit schedule per project, coordinates audit preparation with ICMPD Financial Controller;
- Clarifies and responds to questions relating to financial reports;
- Prepares financial data and documentation for project audits that take place in Brussels Mission;
- Oversees correct archiving of financial records and projects documents;
- Monitors bookings ensuring accurate financial recording, identifies incorrect bookings and initiates corrective actions and follow-up;
- As required, ensures the necessary coordination with other resources management units and corporate Finance Unit within the context of reporting and auditing exercises.

## 4. Coordination, Management and and Capacity Building:

- Supports resources and work planning and day-to-day process management of the Resource Management Unit and provide advice and guidance to the Resources Management officers;
- Coordinates the daily work of the Unit's RMO's in order to ensure the equitable balance of workload between the RMO's and the completeness of tasks;
- Analyses requirements and identifies possible bottlenecks from implementation of ICMPD rules and regulations in local circumstances and legal context. Communicates obstacles and proposes solutions;

- Trains and advises project team and partners in ICMPD business processes, rules and guidelines and controls RM related work and document flows in the Brussels Mission;
- Provides inputs to development of guidelines and templates. Prepares and drafts training materials and prescriptive contents;
- Drafts Memoranda of Understanding (MoU), partnership agreements and monitors the implementation of such frameworks.
- Participates in ICMPD business process improvement and supports in planning and implementation of systems and mechanisms in resources management and administrative controls;
- Trains staff on budget preparation, reallocation and revision, advises staff on use of various donor budget formats.

#### **KEY RESULTS (as per Job Component):**

- Project level operational support mechanisms and administrative structures designed and implemented based on portfolio approach and economies of scale;
- Budgets formulated, allocated and reallocated according to financial feasibility, cost-effectiveness and economies of scale in line with donor requirements and ICMPD's Financial Regulation applying a portfolio approach;
- Project administrative resources planned and managed through cost-efficient budgets;
- Financial resources in all budget categories across all projects utilised economically and efficiently in accordance with contractual obligations, approved budgets and ICMPD's rules and regulations;
- Project financial reports prepared accurately according to donor schedules and formats;
- Timely and effective support provided towards management and control of work processes, resources and documents in the field of responsibility;
- Analysis and monitoring of implementation of local employment contracts and coordination with Belgian authorities provided;
- Effective and timely advice and training to Brussels-based staff on ICMPD rules, policies, business processes and workflows provided.

#### **INCUMBENT PROFILE:**

- At least 5 years' of position-relevant work experience in financial management of projects and programmes;
- Substantive knowledge of project management procedures and rules of EC/ national administrations and/ or international organisations including procurement, budgeting and financial management;
- Experience in team management is a requirement;
- Experience in project management is required. Professional training in project cycle management is an advantage;
- Strong analytical, drafting and conceptual skills. Strong organisational skills;
- Strong knowledge in MS Office (Excel) and SAP, experience in web based management systems (Share point);
- Attention to detail and ability to work under pressure and tight timelines.

#### **CORPORATE QUALIFICATIONS:**

- Experience in an international context;
- Excellent knowledge of English (verbal/written). Knowledge of French and Dutch is an advantage.
- Master's degree in relevant field of studies (business administration, financial management or related field).