

ICMPD Job Profile

Resources Management Officer ¹ - Regional Office for the Mediterranean (RO-MED)

FUNCTION (Task Identity):

Under the supervision of the Regional Resources Manager (RRM), the Resources Management Officer (RMO-RO), as part of the resource/ administrative support team in the Regional Office (RO), provides support to the planning, monitoring and control of resources of assigned portfolio of projects within the Region.

S/he is responsible for the monitoring and control of budget allotments and expenditure ensuring accurate utilisation of financial resources in line with ICMPD's rules and regulations and donor agreements. The RMO-RO supports the formulation of project budgets and budget revisions. S/he validates and verifies correctness of recording of project expenditures and checks and validates financial reports from project partners and grant beneficiaries. S/he prepares financial reports to donors according to the reporting schedules and established formats and provides input to project audits. S/he acts as the Certifying Officer under the Financial Regulations of ICMPD.

The RMO-RO mentors Associate Resource Management Officer(s) (ARMO) and Administrative and Finance Officer(s) (AFO), as applicable. S/he trains and advises ICMPD employees and partners on ICMPD rules and procedures and participates in organisational development of the resources management function.

The RMO-RO will be based in the RO in Floriana, Malta.

TASKS AND RESPONSIBILITIES (as per Job Component):

1. Planning, resources allocation and budget formulation:

- Provide input and guides the Project Managers in development of budget proposals and justifications.
- Provide input to project contracts and consortium agreements or any other document with similar nature.
- In close collaboration with the RRM, guide and monitor the planning of the Shared Services budgets as applicable.
- Provide inputs to the implementation of a portfolio approach to project financial planning.
- Review projects' financial plans and budgets for financial feasibility and propose ways to achieve economies of scale and cost-efficiency at portfolio and project levels.
- Support Project Managers in preparation of budget revisions and forecasts for projects, and participate in the meetings with donors and project beneficiaries when requested.
- Participate in budgeting process for all projects. Review, analyse and revise budget data, analyse and validate allocations and costing ensuring consistency with donor requirements and financial rules, verifies correctness of costing.
- Analyse, calculate and verify correctness of co-funding provisions to project budgets.

¹ This job profile is classified at IP2 grade.

- Provide inputs to drafting of budget notes and budget justifications.
- Provide 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 partners agreements.
- Upload approved budgets and budget revisions into SAP, keep project financial data in SAP and project folder (protect net) accurate and updated.
- Train employees on budget preparation, reallocation and revision, advise employees on use of various donor budget formats, provides information on new procedures and rules introduced

2. Budget and costs monitoring and operations control:

- Monitor budget implementation and financial performance of the respective portfolio of projects and identify issues, priorities and exceptions for further action.
- Monitor allocation and assesses employees' costs on regular basis, advise on budget availability in process of employees deployment and redeployment, initiate budget revisions to reallocate employees costs when required.
- Monitor project partners' expenditures in projects, check financial reports, verify supporting documents.
- Monitor co-funding obligations to projects, identify gaps and propose corrective actions.
- Prepare data analysis for budget revisions and budget reviews to projects.
- Act 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.
- Monitor procurement process for the simplified procurements below EUR 60K ensuring compliance with ICMPD's procurement rules, guides project teams through the procurement process. Review contract conditions and contract terms, certify for acceptability and forwards for signature to the designated signatory authority.
- Monitor financial bookings ensuring accurate financial recording, identify incorrect bookings and initiate corrective actions and follows up.
- Train ICMPD employees on rules, procedures and requirements. Provide ongoing advice on various aspects of budget implementation.

3. Financial reporting and support to audit:

- Prepare financial reports to donors and partners as per agreed formats and donor agreements ensuring correctness of information and format. Communicate with ICMPD employees, donors and project partners for preparation of reports.
- Calculate in-kind and co-funding contributions for financial reporting purposes. Maintain overview of the financial reporting schedules for assigned portfolio, provide input/ clarifications to project audits.

4. Grant expenditure monitoring and control:

- Provide support to project teams in monitoring grant expenditure, and adherence to contractual agreements; recommend amendments and extensions of contracts.
- Participate in monitoring expenditure and undertake verification missions when necessary.
- Maintain overview of the grants reporting schedules for assigned portfolio. Check and validate financial reports from grants beneficiaries, validate supporting documents for correctness and completeness. Seek clarifications and request further information as required.
- Maintain grants files and uploads documents in SAP.
- Train ICMPD employees and grant beneficiaries on eligibility of costs and reporting requirements to grant beneficiaries. Prepare and draft training materials and prescriptive contents.

KEY RESULTS (as per Job Component):

- Project level operational support mechanisms and administrative structures implemented based on a portfolio approach and economies of scale;
- Budgets prepared, monitored, allocated, revised and reallocated according to financial feasibility, cost-effectiveness and economies of scale in line with donor requirements and ICMPD's financial rules applying a portfolio approach;
- Inputs provided to administrative resources planning and to the cost-efficiency of budgets;
- Financial resources in all budget categories across all projects controlled and utilised in accordance with contractual obligations, approved budgets and ICMPD's rules and regulations;
- Project financial reports prepared accurately according to donor schedules and formats;
- Grants expenditure monitored timely and efficiently.

INCUMBENT PROFILE:

- At least 3 years of position relevant experience in financial management of projects and programmes;
- Experience in the monitoring of a grants expenditure component is a distinct asset;
- Advanced knowledge in MS Office (Excel) and SAP, experience in web based management systems (Share point);
- Substantive knowledge of project management procedures and rules of EC/donors/international organisations including procurement, budgeting and financial management;
- Experience in project management is required. Professional training in project cycle management is an advantage;
- Attention to detail and ability to work under pressure and tight timelines.

CORPORATE QUALIFICATIONS:

- Experience in an international context
- Proficiency in verbal/written English. Proficiency in languages such as French and/or Arabic, is an asset.
- Master's in a field relevant to the area of work (e.g. business administration, financial management or related field).