

ICMPD Job Profile

RESOURCES MANAGEMENT OFFICER¹

Organizational Setting

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 19 Member States and over 60 projects active throughout Europe, Africa, Asia and Latin America, ICMPD is a growing and ever-more relevant presence in its field. The organisation's greatest assets are its 400+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

Main Purpose

Under the supervision and guidance of the Regional Resources Management Officer (RRMO), the Resources Management Officer (RMO) is responsible for the Eastern Europe and Central Asia (EECA) portfolio and project level planning of project structures and administrative mechanisms, to support the formulation of project budgets and for financial monitoring and administrative controls within the projects and their different components, including grant schemes and project partners reporting.

Role

As an active member of the project team within the Migration Dialogues and Cooperation (MDC) Directorate, the RMO supports the formulation of project budgets, monitors and controls budget allotments, expenditures and revisions, ensuring accurate and efficient deployment and utilisation of resources. S/he monitors, plans and controls project funds, validates and verifies correctness of recording of project expenditures and financial reports from project partners and grants beneficiaries. S/he 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 acts as a Certifying Officer.

Functions / Key Results Expected

- Provide support to the project teams in monitoring grant expenditure, adherence to contractual agreements; recommend amendments and extensions of contracts; verify compliance between grant rules and regulations and call for proposals.
- Provide ongoing advice on various aspects of budget implementation.
- Participate in monitoring expenditure and undertake verification missions when necessary.
- Create and maintain standardized monitoring tools, maintain records and ensure standardisation of tools and archive for internal and external reporting purposes.

¹ This project profile is classified at IP2.

- Support the RRMO with the training of the project teams on rules, procedures and requirements, including grant beneficiaries on eligibility of costs and reporting requirements. Contribute to the preparation of relevant materials.
- Provide input, guidance and support to the project teams in the development of budget proposals/amendments, review of draft budgets, budget forecasting and adherence to pro-forma rates and budgetary instructions.
- Monitor budget implementation and financial performance of the projects; monitor grant partners' expenditures in projects, check financial reports and verify supporting documents;
- Provide input to project contracts, donor contracts, partnership and consortium agreements etc;
- Upload approved budgets and budget revisions into SAP; maintain grants files and upload documents in SAP.
- Act as Certifying Officer ensuring that financial obligations and expenditures are in accordance with approved budgets and ICMPD's financial rules and donor contracts;
- Contribute to budget negotiation with donors and partners;
- Prepare financial reports to the donor as per agreed format and donor agreement ensuring correctness of information and format;
- Monitor project partners' expenditures in projects, check financial reports, verify supporting documents.
- Maintain an overview of the financial reporting schedules; provide input/ clarifications to project audits.

Required Expertise

- Effective resource planning and implementation of financial management of projects and programmes.
- Capability to explore ways to deal with common resourcing challenges and propose improvements to the way project resources are planned and delivered.
- Ability to integrate new approaches and innovations and ensure the cost-effective use of resources.
- Capability to successfully build networks and partnerships.

Qualifications, Experience and Language Skills

- Master's degree related to the area of work.
- Minimum of 3 years of experience in the financial management of projects, including rules of EC/donors/international organisations covering procurement, budgeting, financial and grants management.
- Experience in project management; professional training in project cycle management, is an advantage.
- Experience in establishing effective partnerships and networks in an international context.
- Proficiency in (verbal/written) English and Russian.
- Proficiency in use of standard IT tools; advanced knowledge in MS Office (Excel) and SAP and experience in web based management systems (SharePoint).