

ICMPD Job Profile

RESOURCES MANAGEMENT ASSISTANT¹

ORGANISATIONAL SETTING:

FUNCTION (Task Identity):

The Resources Management Assistant (RMA), as part of ICMPD's Migration Dialogues and Co-operation (MDC) Directorate provides assistance to the planning, monitoring and control of resources of a portfolio of regional projects, including grant schemes (as necessary).

The RMA supports the monitoring of budgets and budget revisions. S/he validates and verifies correctness of recording of all expenditures and checks and validates financial reports from, field offices, project partners and grant beneficiaries. The RMA provides inputs to the financial reporting to donors and supports implementation of administrative processes for MDC project/programme regional activities S/he assists in the training of project partners and grant beneficiaries (as required) on ICMPD procedures.

The RMA works under the guidance of MDC's Senior Resource Implementation Officer (SRIO), the Resource Management Officers (RMOs), members of MDC's regional administrative support staff and with the the Project Teams.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Budget Implementation, monitoring and expenditure control:

- Review supporting documents attached to claims, invoices and requests for payment submitted by project partners, staff, consultants and suppliers/ service providers and process Purchase Orders in SAP
- Support the RMOs with the review and monitor all project resources and expenditures for a portfolio of projects.
- Verify financial reports from partners, grant beneficiaries (as necessary), field offices, cash expenditure reports (CER) from staff, and validate supporting documents for correctness and completeness.
- Monitor submission and verify completeness and correctness of timesheets by ICMPD staff, follow up on deadlines, correct formula.
- Provide support on timesheets submission to staff members.
- Update staff allocation data in SAP in line with staff allocation procedure.

2. Financial reporting and support to audit:

- Support development and maintenance of all quantitative and qualitative monitoring tools;
- Prepare template and assist in the preparation of draft financial reports to donors in compliance with donor formats and agreements.
- Support RMOs in the production of timely and accurate financial reports for the donors and the forecasting and coordination of reporting activities;
- Ensure necessary information is being accurately captured;

¹ This job is classified at S2

- Maintain a database of the final versions of the reports and upload documents in SAP.

3. Support to administrative processes, monitoring and expenditure controls:

- Support management of expert contracts by monitoring submissions. Implement documents management.
- Provide support to the RMOs in monitoring grant expenditure, as required and adherence to contractual agreements.
- Assist in monitoring expenditures and participate in verification missions to project partners and grantees when necessary.
- Maintain overview of all financial reporting schedules. Check and validate financial reports from grants beneficiaries, validate supporting documents for correctness and completeness.
- Seek clarifications and request further information as required.
- Maintain files and upload documents in SAP.
- Provide support to RMOs in drafting training materials for projects' beneficiaries and prescriptive contents.

KEY RESULTS (as per Job Component):

- Support to the implementation of ICMPD business processes provided in a timely and accurate manner.
- Consistent, accurate and timely support provided to the RMO for processing of invoices and claims in accordance with ICMPD regulations and established procedures.
- Support to financial reporting provided timely and accurately to RMO.
- Support provided to the preparation of training materials as required.
- Timely and qualitative support provided to implementation of administrative processes.

INCUMBENT PROFILE:

- A minimum of 4 years of position-relevant experience in financial management of projects and programmes and/or audit, including grants components.
- Knowledge of programme management procedures and rules of EC/ national administrations and/ or international organisations including procurement, budgeting, financial and grant management.
- Proficiency in MS Office (Word, Excel, Outlook).
- Knowledge of SAP or other resource management programmes would be an asset.
- Good organisational skills including managing conflicting priorities and working with tight deadlines.
- Attention to detail and eagerness to work with financial data.
- Ability to work effectively with colleagues from different cultural and professional backgrounds.
- Good analytical and interpersonal skills.

CORPORATE QUALIFICATIONS:

- Experience in an international context.
- Proficiency in (verbal/written) English. Proficiency in a major EU language, Russian, or Arabic is an asset (for HQ based positions), proficiency in language of the duty station is a requirement (for field positions).
- Bachelor's degree in a relevant field degree in business administration, finance, accounting or related field is required.