

ICMPD Job Profile

Grants Officer¹ - PGU HQ

ORGANISATIONAL 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 70 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 460+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

The Grants Officer as part of the Procurement and Grants Unit (PGU) within the Directorate of Operations Support (OS), will be responsible for grants activities processes and activities in compliance with ICMPD's regulatory framework and established Grants processes and procedures as well as relevant donor rules and regulations

FUNCTION (Task Identity):

The Grants Officer provides inputs to the planning, coordination and implementation of grants activities at all stages of grants processes. S/he contributes to the timely and accurate preparation of call for proposals. S/he prepares the drafts of grants documents, supports grants evaluation processes. S/he reviews the Call for Proposal documentation, contributes to the evaluation process and ensures that contract award is implemented transparently, in accordance with ICMPD rules and procedures.

Under the functional and disciplinary supervision of the Head of Procurement and Grants Unit (PGU HQ), and under the technical supervision of the Grants Officer (PGU HQ) the Grants Officer works in close collaboration with Projects Teams (PjTs). The Grants Officer provides technical support to grant beneficiaries, as required. S/he organises training and capacity development events for ICMPD staff and grant applicants on ICMPD grant rules and procedures and prepares the relevant supporting training materials. The Grants Officer provides inputs to development of grant management processes, procedures and systems.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Grants Management: Call for proposals, evaluation and contracting

- Under supervision of the Grants Officer, support Project Teams in preparation of project proposals and budget formulation with a grant scheme component.
- Draft, review and provide feedback to the Call for Proposal documentation.
- Support the coordination and facilitation of the evaluation process and ensure that contract award is implemented transparently and in accordance with ICMPD rules and procedures.
- Check grants budgets and approves budget revisions prior to award of contract.
- Acts as the Secretary to the Grants Evaluation Committee.
- Update and maintain the grants databases.

¹ This job is classified at IP2.

2. Grant implementation and administrative activities

- Provide support to Project Teams in monitoring grant contract implementation, oversee adherence to contractual agreements, recommend amendments and extension of contracts.
- Receive, review and route grants queries. When necessary, seek advice on grants cases or escalate to her/his supervisor as appropriate;
- Provide support to the Grants Officer on grants activities;
- Create, maintain and update grants folders according to the PGU filing system, for audit purposes;
- Collect, compile and organise background materials, documents and other materials for meetings;

3. Training and capacity building:

- Draft and contribute to the preparation of grants training modules.
- Support the training of ICMPD staff and grant beneficiaries and applicants on ICMPD grants rules and procedures.
- Provide inputs to development of grants management rules, procedures and templates.
- Prepare and draft training materials and prescriptive contents.
- Propose processes' improvements within ICMPD's grants scheme.
- Other relevant duties as assigned by the Grants Officer and/or the Head of PGU.

KEY RESULTS (as per Job Component):

- Grant award procedure implemented promptly, accurately and efficiently.
- Grant contracts awarded in line with ICMPD rules and regulations and in line with ICMPD and donor rules and procedures.
- Grants documentation maintained and safeguarded and filing system maintained accurately.
- Training materials and content competently prepared and capacity building activities implemented timely and efficiently.

INCUMBENT PROFILE:

- A minimum of 3 years of position-relevant experience in the grants component of projects and programmes. Demonstrated work experience in EU Grants Projects is an asset.
- Knowledge of EU grants rules and regulations.
- Professional training in project cycle management, public procurement, contracting; knowledge of EC procedures is an asset.
- Good organisational skills with attention to detail and accuracy.
- Experience in managing conflict priorities and working with tight deadlines.
- Strong teamwork and interpersonal skills.
- Adaptability and flexibility.
- Excellent command of standard MS-office software.
- Strong analytical skills in working with data and statistics.

CORPORATE QUALIFICATIONS:

- Work experience in an international context
- Proficiency in verbal and written English; proficiency in Russian would be an asset.
- Master's degree related to the area of work.