

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.

The Resources Management Officer works within the framework of the EU-funded project "Africa-EU Migration and Mobility Dialogue (MMDII)". MMDII is part of the Joint Africa-EU Strategy. The overall objective of the MMDII project is to maximise the development potential of migration and mobility within Africa and between Africa and the EU and to provide comprehensive responses to migration and mobility in full respect of human rights. Now in its second phase, the multi-faceted project continues to support ICMPD-facilitated migration dialogues (Rabat Process, Khartoum Process, and the AU-EU Continent-to-Continent Migration and Mobility Dialogue), to follow up on the Joint Valletta Action Plan (JVAP), and to strengthen the role of the African diaspora via the Africa-Europe Diaspora Development Platform (ADEPT). The project thereby adheres to the five domains of the JVAP: (i) development benefits of migration and addressing the root causes of irregular migration and forced displacement, (ii) legal migration and mobility, (iii) protection and asylum, (iv) prevention of and fight against irregular migration, migrant smuggling and trafficking in human beings, and (v) return, readmission and reintegration.

Main Purpose

Under the supervision and guidance of the Regional Resources Management Officer (RRMO), the Resources Management Officer (RMO), is responsible for the portfolio and project level planning of project structures and administrative mechanisms, for supporting the formulation of project budgets and for financial monitoring and administrative controls within the MMD project and its different components, including grant schemes.

Role

As an active member of the MMD 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.

¹ This project profile is classified at IP2.

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 MMD team 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.
- Support the RRMO with the training of the MMD team 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 MMD team 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 MMD project and its different components; 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 for the MMD project and its different components 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 for the MMD project and its different components; 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 French, proficiency in another major EU language, or Arabic, is an asset.
- Proficiency in use of standard IT tools; advanced knowledge in MS Office (Excel) and SAP and experience in web based management systems (SharePoint).