

## ICMPD Job Profile

### Associate Grants Officer<sup>1</sup> - (Regional Office)

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#### **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 Associate Grants Officer (AGO) works in ICMPD's Procurement and Grants Unit (PGU) within the Division of Operations Support (OS) and as part of ICMPD's Regional Office (RO) in Western Balkans and Turkey. Working closely with the Grants Officer (GO), the AGO, supports grants processes and activities in compliance with ICMPD's regulatory framework and established procurement processes and procedures as well as relevant donor rules and regulations.

#### **FUNCTION (Task Identity):**

Under the functional and disciplinary supervision of the Grants Officer (GO) (PGU), under the administrative supervision of the Head of Region and with the guidance of the GO, the AGO contributes to the planning, coordination and implementation of grants activities at all stages of grants processes. S/he participates in the timely and accurate preparation of call for proposals. S/he supports the preparation of drafts of grants documents and the grants evaluation processes. S/he reviews the Call for Proposal documentation and contributes to the evaluation process to ensure that the contract award is implemented transparently, in accordance with ICMPD rules and procedures.

The AGO works in close collaboration with Projects Teams (PjTs), the Corporate Financial and Budget Management (CFBM) team and staff across the Organisation. The AGO provides technical support to grant beneficiaries, as required. S/he supports the organisation of training and capacity development events for ICMPD staff and grant applicants on ICMPD grant rules and procedures and prepares the relevant supporting training materials.

#### **TASKS AND RESPONSIBILITIES (per Job Component):**

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

- Under supervision of the GO and guidance of the GO, support Project Teams in the preparation of project proposals and budget formulation with a grant scheme component.
- Provide inputs to the drafting, review and provision of feedback to the Call for Proposal documentation.
- Support the coordination and facilitation of the evaluation process and ensure that the contract award is implemented transparently and in accordance with ICMPD rules and procedures.
- Support the Review of grants contract
- Perform the role of Secretary or support the Secretary to the Grants Evaluation Committee.
- Regularly monitor and update the grants databases.

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<sup>1</sup> This job is classified at LP1.

## 2. Grant implementation and administrative activities

- Provide support to the GO on all grants activities;
- In collaboration with the GO, receive, review and route grants queries.
- Provide support to Project Teams in monitoring grant contract implementation, adherence to contractual agreements.
- 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:

- Provide inputs to the drafting of grants training modules, training materials and prescriptive contents.
- Support the training of ICMPD staff and grant beneficiaries and applicants on ICMPD grants rules and procedures.
- Support the development of grants management rules, procedures and templates.
- Suggest processes' improvements within ICMPD's grants scheme.
- Other relevant duties as assigned by the GO and/or the Head of PGU.

### **KEY RESULTS (as per Job Component):**

- Efficient and accurate inputs provided to the Grant award procedures and activities.
- Support provided to ensure that 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.
- Professional inputs provided to training materials and content and capacity building activities.

### **INCUMBENT PROFILE:**

- A minimum of 1 years of position-relevant experience in the grants component of projects and programmes. 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
- Excellent spoken and written English and Turkish.
- Master's degree related to the area of work.