ICMPD Job Profile
GRANT MANAGEMENT LEAD [1] -ENHANCER

Functional Overview

The Grant Management Lead is responsible for the administration of grant activities of the ENHANCER Project focusing on the administration of the Job Creation Grant Programme, Support Programmes for Institutions, Support Programmes for Small-Medium Enterprises and Support Programmes for Cooperatives. S/he works closely with the Portfolio Manager and in close collaboration with other members of the project team as well as with other relevant Units in ICMPD. S/he contributes to the formulation, management, and evaluation of the grant activities of the ENHANCER project according to the approved project documentation, work plans and budgets, and in line with ICMPD´s rules and business processes as well as partner and donor agreements. S/he provides technical input to new project concepts based on a review of project results and recording of best practices and lessons learned.

Key Results

Planning and Implementation of Activities: All activities effectively planned and implemented according to the project´s work plan ensuring the timely accomplishment of project outputs. Any required corrective action promptly initiated and implemented. Activities with project stakeholders and partners effectively coordinated, ensuring they are carried out according to the agreed work plan and other agreements. Project partners actively guided on project implementation with the work of project staff, experts, consultants, and contractors being expertly planned and coordinated to ensure that content and outputs are produced timely, according to project work plan and ICMPD´s quality standards. The design and formulation of content and scope for meetings, workshops and other activities ably implemented, identifying relevant participants and resource persons.

Monitoring of Progress and Compliance: The progress of project activities proactively monitored through regular reviews and assessments and missions, as required. Compliance with ICMPD's policies and procedures within the area of responsibility closely monitored ensuring that administrative processes for mobilisation and management of consultants and for procurement are carried out promptly and in accordance with ICMPD rules and established business processes, and in compliance with donor rules as applicable. Expenditures and disbursements systematically reviewed, ensuring that budget allocations are not exceeded, and that effective corrective action is implemented as required.

Substantive Contribution and Provision of Technical Expertise: The coordination of the respective competitive selection process of the grantees expertly implemented with the relevant stakeholders starting from the preparation period, monitoring of grant activities, and supporting programs as well as monitoring and evaluation follow-up of required reporting and documentation as

[1] This project profile is classified at LP3.

per the donor and ICMPD rules. Appropriate expert and advisory inputs provided in the field of technical specialisation.

Contributions to Reporting and Further Development Activities: In line with the respective technical expertise, inputs formulated for internal and external project reviews and reports. Project results systematically reviewed, with best practices/lessons learned being identified and recorded. New project concepts, proposals, work plans and budgets developed, formulated and drafted.

Required Expertise

- Demonstrated success in managing all stages and aspects of grants administration within a project environment.
- Solid communications skills and ability to provide effective advice to stakeholders in the field of technical specialisation.
- Excellent organisational skills with attention to detail and accuracy.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of projects-related procurement processes.
- Adaptability and flexibility.
- Strong sense of teamwork and effective interpersonal skills.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 5 years of experience in the area of project grants, sub-grants, financial monitoring and evaluation.
- Demonstrated experience in the management of stakeholder relationships.
- Supervisory experience and experience in management of experts and consultants.
- Experience in management of project budgets.
- Strong analytical and drafting skills.
- Professional training in project cycle management, is an asset.
- Proficiency in (verbal/written) English and Turkish.
- Proficiency in the use of standard IT tools.