

ICMPD Job Profile

RESOURCES MANAGEMENT ASSISTANT¹- GRANTS

ORGANISATIONAL SETTING:

FUNCTION (Task Identity):

Under the supervision of the respective Resources Management Officer-Grants (RMOG), the Resources Management Assistant- Grants (RMAG), as part of the Regional Office(RO) administrative support staff, provides assistance to the planning, monitoring and control of resources of a portfolio of projects, including grant schemes, within the Region.

The RMAG supports the monitoring of grant budgets and budget revisions. S/he validates and verifies correctness of recording of grant expenditures and checks and validates financial reports from the grant beneficiaries, field offices and project partners. The RMAG provides inputs to the financial reporting to donors and supports implementation of administrative processes in the Regional Office. S/he assists in the training of grant beneficiaries on ICMPD procedures.

The RMAG works in close collaboration with members of the RO administrative support staff, with the Project Teams as well as with the Resource Management Officers (RMOs).

TASKS AND RESPONSIBILITIES (per Job Component):

1. Grant implementation, monitoring and expenditure control:

- Provide support to the RMOG in monitoring grant expenditure, and adherence to contractual agreements.
- Assist in monitoring expenditures and participate in verification missions when necessary.
- Maintain overview of the grants 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 grants files and upload documents in SAP.
- Provide support in drafting training materials for grant beneficiaries and prescriptive contents.

2. Budget Implementation, monitoring and expenditure control:

- Review correctness of project expenditures.
- Verify financial reports from partners, grant beneficiaries, field offices, cash expenditure reports (CER) from staff, and validate supporting documents for correctness and completeness.
- Review supporting documents attached to claims, invoices and requests for payment submitted by project partners, staff, consultants and suppliers/ service providers.
- 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.

¹ This job is classified at LS2

3. 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 the production of timely and accurate narrative and financial reports for the donors and the forecasting and coordination of reporting activities;
- Ensure that donor reports are developed in coordination and consultation with the Resource Management Officer (Grants), the respective ICMPD operation teams (CRM), and the Project Assistant(s) to ensure necessary information is being accurately captured;
- Maintain a database of the final versions of the reports and upload documents in SAP.

4. Support to administrative processes and controls:

- Support management of expert contracts by monitoring submissions. Implement documents management.
- Assist in the procurement process. Prepare documents for tender dossier, support the evaluation process and monitor completeness of supplier evaluation forms.
- Assists the RO administrative support staff in administrative activities.

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 RMOG and RMOs for processing of invoices and claims in accordance with ICMPD regulations and established procedures.
- Support to financial reporting, in particular with regard to grants, provided timely and accurately to the RMOG and RMOs.
- Support provided to the preparation of training materials for grantees.
- 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 data and statistics.
- 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 and Turkish.
- Bachelor's degree in a relevant field degree in business administration, finance, accounting or related field is required.