

ICMPD Job Profile

RESOURCES MANAGEMENT OFFICER ¹ - RMU Brussels

Mission

Main Purpose

Under the supervision and guidance of the Head of ICMPD's Resources Management Unit (RMU), Brussels, 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 Brussels-based project portfolio.

Role

As an active member of the RMU, 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. 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 input, guidance and support to project managers 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 respective portfolio of projects; monitor project 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;
- Act as Certifying Officer for projects 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 donors and partners as per agreed formats and donor agreements ensuring correctness of information and format;

¹ This project profile is classified at IP2.

- Maintain an overview of the financial reporting schedules for assigned portfolio, provide input/ clarifications to project audits.
- Provide support to project teams in monitoring grant expenditure, create and maintain standardized monitoring tools, maintain records and ensure standardisation of tools and archive for internal and external reporting purposes;
- Verify compliance between grant rules and regulations and call for proposals; maintain an overview of the grants reporting schedules;
- Train ICMPD employees on rules, procedures and requirements. Provide ongoing advice on various aspects of budget implementation including grants procedures, monitoring and reporting.

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 at the international level, including grants.
- Experience in establishing effective partnerships and networks in an international context.
- Proficiency in (verbal/written) English; good command of French, is an asset.
- Proficiency in use of standard IT tools.