

## ICMPD Job Profile

# Resources Management Officer<sup>1</sup>-HQ

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### Functional Overview

The Resources Management Officer (RMO), working closely with the Resources Management Officer (RMO), Head of Units in the Policy, Research and Strategy Directorate (RRMO) and project team members, is responsible for providing technical support to the effective planning, monitoring, and control of resources of a portfolio of projects and other activities within a Policy, Research and Strategy (based in a HQ location). Providing support to the formulation of project budgets and budget revisions, the RMO supports a cost-effective implementation and systematic monitoring of resources, ensuring the accurate utilisation of financial resources in line with ICMPD's rules and regulations, donor and partner agreements.

### Key Results

**Support to the Planning and Implementation of Resources:** As an active member of the resources management team, the formulation, planning and clearance of project budgets and budget revisions technically supported, in collaboration with the RMO, internal and external stakeholders. Pro-active inputs provided to budget proposals and justifications ensuring resource availability within the allocated budget parameters. Approved budgets and budget revisions uploaded in SAP. Progress regularly tracked and any changes in scope, schedule and costs reported with proposals for possible resolution in alignment with ICMPD's project management methodology. All expenditures for projects accurately reviewed and certified, including review and certification of contract conditions and contract terms ensured. In collaboration with ICMPD's Finance and Budget Unit preparation of project audits supported and queries related to the financial report clarified.

**Monitoring of Resources:** Project partners and donor expenditures regularly monitored, including the verification of financial reports and supporting documentation. Budget implementation and financial performance at the project level regularly reviewed. Systematic data analysis undertaken vis-à-vis potential budget revisions and the RMO advised accordingly. Allocation and assessment of staff costs regularly monitored and any necessary budget revisions proposed to reallocated staff costs when required. All procurement processes supported in compliance with ICMPD's procurement rules and relevant guidance provided through the procurement process.

**Support to Stakeholder Management:** Inputs provided to the drafting of financial reports to donors and partners as per agreed formats and donor agreements, ensuring correctness of information and format. Effective communication and collaboration undertaken with relevant ICMPD staff, donors and project partners for the preparation of reports, ensuring the accuracy of supporting documents. Training activities actively support and guidance regularly provided to project staff, donor and partners on ICMPD business processes, rules and guidelines.

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<sup>1</sup> This project profile is classified at IP2

**Teamwork:** A self-motivated and analytically-minded approach maintained, ensuring the project(s) benefit from the right support, experience, and skills sets. RMO actively supported with the coordination of induction of new Administrative staff and the provision of training and guidance.

### **Required Expertise**

- Capability to effectively implement activities of resources management in a project environment within an international context.
- Ability to monitor and analyse resources in line with financial regulations and administrative instruments, as well as reporting tasks.
- Familiarity with financial planning and monitoring of resources to ensure effective support toward successful results of project/programme implementation.
- Capability to establish good working relations with project teams and stakeholders to ensure effective coordination in the assigned area of work.

### **Qualifications, Experience and Language Skills**

- Master's Degree related to the area of work.
- Minimum of 3 years of experience in resource management at the international level.
- Solid drafting and communication skills.
- Proficiency in (verbal/written) English, and proficiency in German is an asset.
- Proficiency in the use of standard IT tools.