

ICMPD Generic Job Profile

Resources Management Officer¹

Functional Overview

Under the direct supervision of the Regional Resources Manager (RRM) for the Mediterranean Region (MED), the Resources Management Officer (RMO) is responsible for the planning, monitoring and control of resources across a portfolio of projects and of the shared services budget for a designated Office(s). The incumbent monitors and controls budget allotments and expenditures ensuring accurate utilisation of financial resources in line with ICMPD's Financial Rules, internal control procedures and donor agreements. The Resources Management Officer controls the financial aspects of all types of contracts (donor, expert and procurement contracts), and business processes, ensuring accurate financial reporting to donors and acts as the Certifying Officer under the Financial Rules of ICMPD. The RMO participates in the corporate financial management process by planning and implementing the budget and the shared services budget of the designated Field Office(s) in line with organisational objectives and policies. The incumbent is responsible for project level planning of project structures and formulation of project budgets, revisions and for financial monitoring and administrative controls of the assigned Office(s) project portfolio. The RMO validates and verifies correctness of recording of project expenditures and financial reports from project partners and grants beneficiaries. The incumbent supervises, mentors, and coordinates the work of assigned Resource Management staff in the respective Office(s).

Key Results

Planning, Resource Allocation and Budget Formulation: Adopting a portfolio approach to project financial planning, expert analysis, input, and support provided to project managers in the development of project formulation, budget proposals, review of draft budgets, budget forecasting and adherence to budgetary instructions, ensuring financial feasibility, cost efficiency, consistency with donor requirements, and ICMPD's financial rules. In close collaboration with Regional Resources Manager, the planning of the shared services budgets for the respective Office(s) accurately prepared and regularly monitored. Budget implementation and financial performance monitored, and appropriate inputs provided to budget notes, budget justifications and revisions. Project partners' expenditures regularly reviewed together with financial reports. Acting as Certifying Officer, all financial obligations and expenditures confirmed as being in accordance with approved budgets and ICMPD's financial rules and donor and grants contracts.

Planning and Implementation of Resources: Based on knowledge and experience, inputs provided to the formulation, planning, negotiation and clearance of project budgets with donors, partners and grants beneficiaries for a portfolio of projects. Budget templates prepared, draft budgets verified for correctness, and adherence to the provided pro-forma rates and budgetary instructions. All expenditures accurately reviewed and certified in line with contract conditions and terms. Effective support provided to project teams in monitoring project portfolio expenditures and to the creation and maintenance of standardized monitoring tools for internal and external reporting. Compliance between grant rules and regulations and call for proposals effectively monitored. Co-funding obligations to projects monitored with gaps promptly identified

¹ This profile is classified at IP/LP3.

and corrective action proposed. Expert analysis undertaken of data for budget revision proposals and reviews.

Field Office Portfolio Financial Reporting and Audit: Based on a competent analysis of financial data, draft financial reports to donors accurately prepared, in compliance with donor formats and agreements. Accurate calculations made of in-kind and co-funding contributions for financial reporting purposes. An effective overview maintained of financial reporting schedules for the assigned portfolio, including grants, as required. Financial reports effectively prepared and consolidated. Supporting documents for financial reports as per donor requirements accurately compiled in line with ICMPD's regulatory framework. Project files documents in SAP verified, uploaded and maintained. In collaboration with ICMPD's Finance and Budget Unit, effective contributions provided to the preparation of project audits and clarification of queries.

Team Coordination: The work of assigned Resource Management staff effectively coordinated monitoring performance while motivating and mentoring those staff. Ongoing relevant advice provided to the designated Field Office(s) on various aspects of budget implementation including grants procedures, monitoring and reporting as well as developments relating to ICMPD's rules, guidelines and business processes, organisational objectives and developments.

Required Expertise

- Ability to effectively manage resource planning and implementation of financial management of projects in an international context, in a timely and accurate manner.
- Capability to find solutions to 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.
- Familiarity with financial monitoring and reporting of resources to ensure effective support toward successful results of project 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 (Business Administration, Accounting, Financial Management).
- Minimum of 5 years of position-relevant experience in financial management of projects at the international level, including grants.
- Experience in project management with professional training in project cycle management is an asset.
- Good organisational skills including managing conflicting priorities and working with tight deadlines.
- Experience in team coordination and management.
- Attention to detail and experience in effectively working with data and statistics.
- Good analytical and interpersonal skills.
- Proficiency in (verbal/written) English. Proficiency in French and/or Arabic is an asset.
- Proficiency in the use of standard IT tools. Knowledge of SAP or other ERP tools.