

ICMPD Job Profile

PROJECT OFFICER - GRANTS¹

Functional Overview

The Project Officer – Grants supports the implementation of the Youth Empowerment and Reintegration Project (YERP), a comprehensive initiative designed to address rural youth unemployment, reintegration of returnees, irregular migration, and enhance rural development by empowering Nigerian youth through climate smart and sustainable agricultural opportunities. The project aims to empower 700 young Nigerians, providing them with land ownership, agricultural development and training, and market development support, while also addressing climate change and environmental sustainability.

Under the supervision of the YERP Project Manager and in close coordination with the Procurement and Grants Unit (PGU) and other relevant units, the incumbent contributes to the review of grant applications, continuous monitoring of grant implementation and compliance, and overall project implementation. The role encompasses financial and technical oversight, stakeholder coordination, and input to reporting and visibility activities. The Project Officer works closely with grantees and relevant project partners to ensure that grants are implemented in accordance with ICMPD rules and donor requirements.

Key Results

Grant implementation and compliance monitoring: Grant implementation is monitored through regular field visits to follow-up on activities, deliverables, adherence to workplan and administrative compliance. Technical assistance is provided to support compliance with ICMPD and donor rules, including procurement thresholds and budget allocations. Forecasts, expenditures, and reallocation thresholds are systematically reviewed, and corrective measures are coordinated as needed.

Reporting and stakeholder coordination: Narrative and financial reports submitted by grantees are reviewed for completeness and compliance. Inputs are provided to ICMPD's project reports and donor submissions. Support is provided to the organisation of field visits, stakeholder meetings, and communication activities. Contributions are made to the preparation of info-notes, newsletters, and content for the website and social media platforms.

Project communication and grants administration: Inputs are provided to the production of substantive project-related content and visibility materials. Contributions support the timely

¹ This project profile is classified at LP2.

achievement of high-quality outputs and the integration of grant activities within the overall project framework. Collaboration with the communications team and project staff ensures consistent messaging and alignment with ICMPD standards.

Support to yearly reporting and financial closure: Assistance is provided in the preparation of yearly budget inputs, financial reporting, and audits in coordination with relevant units. Lessons learned and good practices from grant implementation are documented and shared to support continuous improvement. Contributions are made to the development of donor reports and the design of future grant-making activities.

Required Expertise

- Capability to effectively implement activities of project grants administration in an international context.
- Ability to monitor projects from both financial and technical perspectives and extract learning.
- Capability to effectively monitor financial expenditure within budgetary limits.
- Working knowledge of agribusiness or rural livelihood approaches relevant to grant-funded project implementation contexts.
- Solid analytical, drafting, reporting, communication and organisational skills.
- Ability to establish good working relations with project teams and stakeholders to ensure effective coordination in the assigned area of work.
- Ability to provide quality inputs to project and programme reports required internally, as well as for donors and partners.
- Ability to work collaboratively within a team.

Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in a relevant field. A first-level university degree (Bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the Master's degree.
- Minimum of 3 years of experience in grant management, including work on migration or agribusiness, preferably in an international context.
- Experience in project financial and technical monitoring.
- Experience with Danish funded projects or EU donor-funded projects.
- Proficiency in (verbal/written) English.
- Proficiency in the use of standard IT tools, and of Microsoft Excel in particular.