

ICMPD Job Profile

Junior Grants Officer¹

Functional Overview

The Junior Grants Officer supports the planning, coordination and implementation of grant activities across all stages of the grants cycle. The role contributes to the preparation and review of Call for Proposals and Direct Awards, supports evaluation processes and ensures that grant award procedures are implemented transparently and in compliance with ICMPD rules and donor requirements. The Junior Grants Officer assists in drafting grant documents, monitoring grant implementation, maintaining grant documentation and updating tracking systems to ensure accuracy, audit readiness and procedural coherence.

Working under the functional supervision of the Grants Team Lead and the operational guidance of the Grants Officer, the Junior Grants Officer collaborates with Project Implementation Teams and relevant internal stakeholders to provide timely and reliable operational support. The role contributes to developing and delivering training materials and sessions that strengthen the capacity of staff and grant applicants to operate within ICMPD grant procedures.

Key Results

Grants Cycle Management and Operational Support: Inputs are provided to the preparation of project proposals and budgets that include a grants component, ensuring alignment with ICMPD requirements. Contributions are made to drafting and reviewing all Call for Proposals and Direct Award documentation. The evaluation process is supported and facilitated, including preparation of materials, organisation of sessions and effective support to the secretary of the Grants Evaluation Committee. Grant contracts and related documents are reviewed and processed in full compliance with ICMPD procedures and donor rules. Grant award steps are completed accurately and documented in the relevant systems.

Grants Administration, Documentation and Compliance: Grants documentation is maintained in an orderly and audit compliant manner, including proper use of PGU filing structures and systems. Grant related databases and tracking tools are regularly updated to ensure accuracy and completeness across the full grant lifecycle. Administrative tasks required for smooth delivery of grant activities are completed in a timely manner, including document preparation, filing, meeting support and communication of grant related information. Implementation monitoring is supported through coordination with Project Implementation Teams, facilitating adherence to contractual conditions and timelines.

Training and Capacity Development Support: Inputs are provided to the development and updating of training modules, materials and guidance on ICMPD grant rules and procedures. Staff, grant beneficiaries and applicants are supported in understanding ICMPD grant requirements through participation in training

¹ This profile is classified at LP1.

delivery and preparation of supporting materials. Evidence based suggestions are provided to improve grant management procedures, templates and workflows, contributing to the continuous improvement of ICMPD's grants scheme.

Required Expertise

- Capability to analyse and interpret data in the assigned area of work.
- Capability to adapt approach to changing priorities as needed.
- Ability to build good working relations with teams and stakeholders to ensure effective coordination in the assigned area of work.
- Knowledge of grants-related rules and procedures is an asset.
- Well-developed team working qualities in a diverse and international environment.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work or equivalent.
- Minimum of 1 year of experience in the grants management component of projects and programmes and/or audit, in an international context.
- Professional training in project cycle management, grants implementation, and contracting is an asset.
- Experience of working in EU Grants projects is an asset.
- Good analytical, drafting and organisational skills.
- Good communication skills.
- Proficiency in (verbal/written) English and proficiency in the language of the duty station is required.
- Proficiency in the use of standard IT tools.