

ICMPD Job Profile

Grants Officer¹

Functional Overview

The Grants Officer provides inputs to the planning, coordination and implementation of grant activities across all stages of the grants cycle, under the functional supervision of the Grant Team Lead. The role contributes to the preparation and review of Call for Proposals and Direct Awards, supports evaluation processes and supports the implementation of grant award procedures in line with ICMPD rules and donor requirements. The Grants Officer drafts grant-related documentation, supports implementation monitoring, maintains grant documentation and updates tracking systems, contributing to accuracy, audit readiness and procedural coherence.

Working in close collaboration with Project Implementation Teams and relevant internal stakeholders, the role provides timely and reliable operational support to grant-related activities. The Grant Officer supports the organisation and delivery of training and capacity development activities for ICMPD staff and grant applicants on ICMPD grant rules and procedures and prepares and contributes inputs to the development of grant management processes, procedures and systems.

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 evaluation sessions and acting as the secretary of the Grants Evaluation Committee. Grant contracts and related documentation are reviewed and processed in accordance with approved decisions, ICMPD procedures and donor rules. Grant award steps are accurately documented in the relevant systems following approval.

Grants Administration, Documentation and Compliance: Implementation monitoring is supported through coordination with Project Implementation Teams, facilitating adherence to contractual conditions and timelines. Grant documentation is maintained in accordance with audit and filing requirements, including proper use of Procurement and Grants Unit (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 supporting the smooth delivery of grant activities are completed in a timely manner, including document preparation, filing, meeting support and communication of grant related information. Operational support is provided to the Grants Team Lead on grant activities, as required.

¹ This profile is classified at LP2.

Training and Capacity Development Support: Training modules, materials and guidance on ICMPD grant rules and procedures are drafted, updated and maintained under guidance of the Grant Team Lead. ICMPD staff, grant beneficiaries and applicants are supported in understanding grant requirements through delivering the delivery of training sessions and preparation of supporting materials. Evidence based inputs and suggestions are provided to improve grant management procedures, templates and workflows, contributing to the continuous improvement of ICMPD's grants scheme. Inputs are provided to discussions on process improvements related to ICMPD's grant management rules and procedures.

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 effective 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.
- Strong team working skills in a diverse and international environment.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work or equivalent.
- Minimum of 3 years of relevant experience in the grants management within projects or programmes and/or audit, in an international context.
- Professional training in project cycle management, grants implementation, or contracting is an asset.
- Experience of working with 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.