

ICMPD **Generic Job Profile**

JUNIOR PROJECT OFFICER¹

Functional Overview

The Junior Project Officer contributes to the implementation of activities throughout the project(s) life cycle ensuring alignment with the regulatory framework, standard administrative practices and operating procedures of ICMPD. The focus is on supporting project cycle implementation, ensuring that the project(s) plan(s) and scheduled activities are fully implemented, and in providing substantive inputs to the design and formulation of project proposals. Reporting to the Head of Region, they provide logistical and administrative support to project activities.

Key Results

Project Cycle Implementation: To support the work of the Project Manager and Project Officer, an overview of project activities developed and maintained with potential bottlenecks identified and followed up with relevant stakeholders. A regular review of expenditures and disbursements similarly undertaken, flagging any potential increase to budget allocation. Contributions provided to the drafting of financial and project reports to relevant stakeholders. Project activities implemented as distributed and assigned by the Project Officer and the Project manager.

Project Operations and Resource Utilisation: Draft inputs provided to the Terms of Reference, specifications and recruitment process of experts, consultants and/or service providers, with an overview of the respective contracts maintained. Regular interaction and communication undertaken with the project team members with regard to the project(s) progress and related project activities.

Contributions to Stakeholder Management: Project events, meetings, workshops and outreach activities supported by the drafting of talking points, background and presentation material and oversight of logistics, in close coordination with project team members.

Project Development: Contributions provided to the Project Officer and Project Manager with regard to the development of new project concepts and potential resources based on a review of project results and recording of best practices and lessons learned. Support provided to knowledge gathering, dissemination and knowledge building through the project activities.

Required Expertise

- Ability to provide effective support to the implementation of project activities, in an international context.
- Capability to establish good working relations with project teams and stakeholders to ensure effective coordination in the assigned area of work.
- Ability to manage simultaneously occurring tasks and shifting priorities.

¹ This project profile is classified at IP/LP1.

- Ability to conceptualise new approaches to support the design, development and implementation of project activities.

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 1 year of experience in support of project implementation, in the field of migration or relevant related field, at the international level.
- Good drafting and writing skills.
- Proficiency in (verbal/written) English and French is required.
- Proficiency in the use of standard IT tools.