

ICMPD Generic Job Profile

PROJECT MANAGER¹

Functional Overview

The Project Manager is responsible for the direction, management, coordination, implementation, control and completion of project(s) and the management of project team(s) while remaining aligned with the strategy, goals, regulatory framework, standard administrative practices and operating procedures of ICMPD and with partner and donor agreements. Working under the supervision of the Regional Project Manager, they actively contribute to project and capacity development and resource mobilisation efforts.

Key Results

Project Cycle Management: In collaboration with all relevant stakeholders, project plans, scope, objectives and budget(s) effectively determined and developed, ensuring resource availability and technical expertise allocation. Milestones developed to track progress and manage any changes in project scope, schedule and costs. Quality standards determined to ensure the quality level of the project(s). Risks effectively identified and analysed. Project performance tools developed and regularly measured using appropriate techniques. Project and donor reporting accurately drafted and delivered in a timely manner.

Project Resources Management: The type, quantity and quality of resources required to achieve the project's goals accurately identified during the project planning phase together with the respective internal partners and within the project(s) budget(s). The project team(s) skills sets, roles and responsibilities clearly defined. Contracts effectively negotiated between subcontractors, consultants, or service providers, ensuring a transparent competitive basis in line with ICMPD's rules, regulations and procedures.

Stakeholder Management: Stakeholder expectations and working relationships effectively managed and communication regularly undertaken to ensure all stakeholders are kept informed. Project updates created and circulated to stakeholders and the project team(s).

Project Team Management: Project team(s) knowledge base developed, ensuring the project(s) benefit from the right knowledge, experience, and skills sets and that team members are committed to the goals of the project(s). Project team(s) effectively motivated and mentored to ensure the highest quality project deliverables. Evaluation of the performance of project team(s), experts, consultants and service providers regularly and systematically undertaken in accordance with ICMPD's performance management procedures.

Project Development and Resource Mobilisation: Substantive input provided to the design of projects and to portfolios that support the achievement of capacity development goals and

¹ This project profile is classified at IP3/LP3.

sustainable approaches. Resource mobilization activities initiated and proposals developed for projects requiring additional funding, with funding options identified.

Required Expertise

- Ability to effectively manage projects and project teams in an international context.
- Proven capability to promote capacity development measures across the full project cycle management.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of projects.
- Familiarity with monitoring, evaluation and learning tools for tracking progress toward results and documenting project/programme achievements.
- Demonstrated success in building networks and partnerships and in the initiation and deployment of knowledge management and resource mobilisation 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 5 years of experience in the development and management of projects and project teams in the field of migration or a relevant related field, at the international level.
- Solid drafting, communication and presentation skills.
- Proficiency in (verbal/written) English is required. Knowledge of any Western Balkans local language will be considered an asset.
- Proficiency in the use of standard IT tools.