

ICMPD Job Profile

PROJECT OFFICER¹ – RRF Referral Desk (Armenia) - P2

Functional Overview

Within the Return and Reintegration Facility (RRF), and under the direct supervision of the ICMPD Head of Office in Armenia, the Project Officer supports the implementation and coordination of activities related to the establishment, operationalisation and day-to-day functioning of the RRF Referral Desk in Armenia, in close collaboration with the RRF Facility Support Office (RRF-FSO) in Brussels.

The role contributes to the effective functioning of the Referral Desk by supporting referral processes, coordinating inputs, maintaining relevant information flows and contributing to regular reporting. The Project Officer assists in assessing, organising and translating referral service information into clear and accessible guidance for beneficiaries.

The Project Officer also supports project implementation, documentation and knowledge management, and contributes to capacity development activities that strengthen the ability of stakeholders and partners to engage effectively with the referral system.

Key Results

Project Cycle Implementation: In support of the Project Manager, project(s) full life cycle implementation effectively handled and coordinated, such as regular review of project(s) plans, coordination and deployment of resources and monitoring of budgets. Status of deliverables and progress on mitigation of risks regularly provided, including reports on financial and resource utilisation. Implementation underpinned by effective outreach, communication and project visibility activities as determined by the Project Manager.

Project Operations and Resource Utilisation: In line with the project(s) structure, processes and workflows created for the project team(s) to ensure the positive progress of the project(s) including effective utilisation of project funds. Continual mutual development effectively undertaken with project team members and feedback provided to each other on project work undertaken. Short-term contracts for experts, consultants and/or service providers managed and performance reviewed in accordance with their terms of reference and specifications.

Support to Stakeholder Management: A range of project-related documents systematically researched and drafted, including status updates, reports, budget overviews and discussion papers to assist the Project Manager with the flow of information to and communication with stakeholders and donors. Project events, meetings, workshops and other activities organised and coordinated in line with the project's work plan, identifying participants and resource

¹ This project profile is classified at IP/LP2.

persons. All communication effectively undertaken with relevant stakeholders.

Project Development: In collaboration with the Project Manager, new project concepts and potential resources effectively identified and developed, based on a review of project results and recording of best practices and lessons learned.

Required Expertise

- Capability to effectively implement activities of the full project cycle in an international context.
- Ability to draft and monitor work plans and budgets in line with financial regulations and administrative instruments, as well as reporting tasks.
- Ability to integrate new approaches and innovations and ensure the cost-effective use of project funds.
- Capability to establish good working relations with project teams and stakeholders to ensure effective coordination in the assigned area of work.
- Effective communication, outreach and networking.

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 full project cycle implementation in the field of migration at the international level, specifically in the fields of return, readmission and reintegration.
- Good organisational, drafting and communication skills.
- Proven competencies in case management, including needs assessment, counselling, and referral, will be considered an asset.
- Proven experience in working with the private and public sectors. Capability to establish effective relationships with stakeholders and successfully build strategic networks and partnerships.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools.