

ICMPD Job Profile

TEAM ASSISTANT¹

Functional Overview

The Team Assistant is responsible for the smooth, efficient and reliable administrative support to managers and project(s) staff for project(s)-related activities. Reporting to the Project Manager, they work in close collaboration with project(s) team members and provide guidance to new staff/personnel on the regulatory framework, standard administrative practices and operating procedures of ICMPD.

Key Results

Support to Project Implementation: Routine correspondence drafted and prepared. Reports, technical documents, and communication materials compiled and formatted in accordance with standard ICMPD operating procedures. Presentation materials compiled and prepared using appropriate technology/software. Databases updated and maintained e.g. mailing lists, document tracking systems and management reporting systems on the status and completion of work plans.

Support to Project Operations: Administrative support provided to the recruitment of experts (including preparation of vacancy notices) and support to procurement and contracting services. Expert and project(s) team members' travel organized in a timely manner including calculations for Daily Subsistence Allowance (DSA), visa, travel and hotel arrangements and travel authorizations and claims. Contracts with service providers and experts/consultants regularly monitored and payments implemented according to payment schedules. Standard ICMPD administrative practices implemented in line with standard operating procedures.

Support to Events and Meetings: Logistical arrangements efficiently undertaken for internal/external meetings and other events, including preparation of invitation letters, compilation and distribution of working documents and other materials. Meeting facilities organised, arrangements made for accommodation, any social programme, catering, audio-visual equipment and logistics for arrivals and departures. Visa and travel arrangements coordinated and prepared together with travel authorizations/claims for the participants/staff /personnel. Cost estimates calculated, including DSA and payment(s) prepared. Minutes and/or notes of internal meetings accurately prepared.

Required Expertise

- Ability to provide effective administrative support to assigned project activities.
- Capability to establish effective relationships within teams to understand and meet their needs.

¹ This project profile is classified at S1.

- Ability to gather and analyse information, identifying critical relationships and patterns among data and proposes workable solutions.
- Ability to work effectively with colleagues from different cultural and professional backgrounds.
- Upon consultation with supervisor/manager, ability to make decisions in full compliance with ICMPD's operational regulations and rules.
- Client orientation.

Qualifications, Experience and Language Skills

- Bachelor's degree or equivalent in a relevant field. High school diploma or equivalent with two additional years of relevant work experience may be accepted in lieu of the Bachelor's degree.
- A minimum of 2 years of relevant working experience.
- Experience in the organisation of events and meetings.
- Knowledge and use of standard IT systems – knowledge of SAP is an asset.
- Good organisational skills.
- Experience in managing conflict priorities and working with tight deadlines.
- Strong teamwork and interpersonal skills.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.