

ICMPD Job Profile

Component Lead¹ - ENHANCER PRO

Functional Overview

The Component Lead is responsible for the planning and implementation of component(s) activities for the ENHANCER PRO project. S/he develops and maintains relationships with partners, beneficiaries and other stakeholders and plans, organises and supervises the work of consultants and contractors ensuring high quality and timeliness of outputs. S/he plans and prepares substantive input to project content and outputs, prepares donor and other substantive project reports, while continuously assessing achieved results for quality and impact. S/he works closely with the Portfolio Manager and in close collaboration with other members of the project team as well as with other relevant Units in ICMPD. S/he contributes to the formulation, management, and evaluation of the component(s) of ENHANCER PRO according to the approved project documentation, work plans and budgets, and in line with ICMPD's rules and business processes as well as partner and donor agreements. S/he provides technical input to new project concepts based on a review of project results and recording of best practices and lessons learned.

Key Results

Planning and Implementation of Activities: All activities effectively planned and implemented according to the project's work plan ensuring the timely accomplishment of component(s) outputs. Any required corrective action promptly initiated and implemented. Activities with project stakeholders and partners effectively coordinated, ensuring they are carried out according to the agreed work plan and other agreements. Component(s) colleagues actively guided on project implementation with the work of project staff, experts, consultants, and contractors being expertly planned and coordinated ensuring content and outputs are produced in a timely manner, according to project work plan and ICMPD's quality standards. The design and formulation of component(s) content and scope for meetings, workshops and other activities ably implemented, identifying relevant participants and resource persons.

Monitoring of Progress and Compliance: The progress of component(s) activities proactively monitored through regular reviews, assessments and missions, as required. Compliance with ICMPD's policies and procedures within the area of responsibility closely monitored ensuring that administrative processes for mobilisation and management of consultants and for procurement are carried out promptly and in accordance with ICMPD rules and established business processes, and in compliance with donor rules as applicable. Expenditures and disbursements systematically reviewed, ensuring that budget allocations are not exceeded, and that effective corrective action is implemented as required. Performance of assigned supervisees systematically reviewed and assessed in accordance with ICMPD's performance review framework.

Substantive Contribution and Provision of Expertise: The coordination of the respective component(s) activities effectively and expertly implemented with the relevant stakeholders starting from the preparation

¹ This profile is classified at LP3.

period, monitoring of activities, and supporting programs as well as monitoring and evaluation follow-up of required reporting and documentation as per the donor and ICMPD rules. Appropriate advisory inputs provided to the production of relevant project content (i.e. publications, studies and reports).



Contributions to Reporting and Further Development Activities: In line with the respective expertise, inputs formulated for internal and external project reviews and reports. Project results systematically reviewed, with best practices/lessons learned being identified and recorded. New project concepts, proposals, work plans and budgets developed, formulated and drafted.

Required Expertise

- Demonstrated success in managing all stages and aspects of thematic field(s) component(s) in a project environment at the international level.
- Solid communications skills and ability to provide effective advice to stakeholders in the field(s) of technical/thematic specialisation.
- Excellent organisational skills with attention to detail and accuracy.
- Analytical thinking and ability to integrate new approaches and innovations.
- Adaptability and flexibility.
- Capability to successfully build strategic networks and partnerships and contribute to knowledge management and resource mobilisation activities.
- Strong sense of teamwork and effective interpersonal skills.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 5 years of experience in the implementation of project component(s) in a relevant field.
- Demonstrated experience in the management of stakeholder relationships.
- Supervisory experience and experience in management of experts and consultants.
- Experience in management of project budgets.
- Strong analytical and drafting skills.
- Professional training in project cycle management, is an asset.
- Proficiency in (verbal/written) English and Turkish.
- Proficiency in the use of standard IT tools.

Role:	Date:	Full Name & Title:	Signature:
Drafter	07/11/2024	George Holker (HR Business Partner)	
Approved (HRM)	07/11/2024	Elizabeth Muguchu (Head, HRM)	 <small>Elizabeth Muguchu (Nov 19, 2024 07:35 GMT+1)</small>