

ICMPD Generic Job Profile

MIGRATION DIALOGUE COORDINATOR¹ - P4

Functional Overview

The Migration Dialogue Coordinator is responsible for the coordination and management of the Euro-African Dialogue on Migration and Development, known as the Rabat Process, and related projects within the Pan-Africa Region. The Rabat Process brings together 57 state partners and key stakeholders, including the European Union (EU) and the Economic Community of West African States (ECOWAS), to support structured dialogue on migration and development between Europe and Africa.

Working within ICMPD's strategy, regulatory framework, administrative rules and partner or donor agreements, the Migration Dialogue Coordinator coordinates the Rabat Process Secretariat, supports the design and delivery of dialogue activities, contributes to the development and management of related projects, and applies results-based management approaches to planning, implementation and reporting. The role manages assigned resources, workplans and budgets, and maintains regular engagement with government counterparts, regional and international partners, donors and internal stakeholders.

The Migration Dialogue Coordinator has strong knowledge of African migration contexts and demonstrated experience in Euro-African migration dialogue and cooperation frameworks. The role reports to the Head of Region.

Key Results

Migration Dialogue Coordination, Planning and Management: Migration dialogue processes and related projects are planned, coordinated and managed on the basis of sound analysis of partner needs, regional priorities, implementation risks and ICMPD's strategic objectives. Dialogue activities, workplans, milestones and quality criteria are developed and regularly reviewed, supporting effective delivery, inclusive participation, results-based management and alignment with relevant migration policy and cooperation frameworks. Technical and operational challenges are identified, corrective measures proposed, and lessons learned captured to improve dialogue design, facilitation and follow-up.

Resources Management: Dialogue activities and related projects are managed in line with approved budgets, workplans, donor agreements and ICMPD rules and procedures. Financial, human, procurement and service-related resources are planned, monitored and adjusted to support timely delivery and appropriate use of resources. Budget implementation, disbursements, consultant and service provider inputs, and delivery levels are regularly reviewed, with risks and implementation issues escalated or addressed within the scope of delegated authority.

Stakeholder Engagement and Partnerships: Dialogue focal points, government counterparts, regional and international organisations, donors, academic institutions and other relevant stakeholders are engaged through systematic communication, consultation and follow-up. Professional networks are developed and maintained to support dialogue objectives, strengthen cooperation, identify opportunities for collaboration and increase awareness of ICMPD's work. Dialogue events, consultations and forums are prepared and implemented with project teams, with briefing notes, summaries, talking

¹ This profile is classified at IP4/LP4.

points, speeches, presentations and outreach materials reviewed for clarity, accuracy, neutrality and stakeholder sensitivity.

Management of Dialogue Secretariats and Project Team(s): Dialogue secretariat functions and project team inputs are coordinated to support high-quality facilitation, timely delivery and consistent follow-up of dialogue outputs. Roles, responsibilities and workflows are clarified, team performance is monitored, and feedback is provided in line with ICMPD's performance management procedures. Development needs and learning opportunities are identified to strengthen team capacity, knowledge sharing and continuity across dialogue processes.

Programme Development, Learning and Resource Mobilisation: Concepts for new dialogue initiatives and related projects are developed in cooperation with Portfolio Managers and relevant internal stakeholders, drawing on dialogue outcomes, partner priorities, lessons learned and emerging migration policy developments. Inputs are provided to resource mobilisation efforts, donor engagement and proposal development, supporting a coherent pipeline of dialogue and capacity development activities aligned with ICMPD's strategic priorities and partner needs.

Required Expertise

- Demonstrated capability to design and coordinate complex migration dialogue processes and related projects that support agreed policy, cooperation and development objectives.
- Analytical thinking and ability to integrate innovative approaches to ensure the effective implementation of dialogue activities and related projects.
- Ability to build relevant strategic partnerships and facilitate dialogue among key stakeholders and government counterparts while identifying opportunities for collaboration.
- Good command of results-based management, monitoring, evaluation and learning approaches relevant to dialogue, project and programme delivery.
- Sound judgement in analysing complex situations, assessing implementation risks, and proposing practical and timely solutions.
- Effective negotiation, facilitation, communication and stakeholder engagement skills in international and politically sensitive environments.
- Well-developed leadership and team coordination skills, including the ability to guide multidisciplinary teams and support knowledge sharing.

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 8 years of experience in coordinating migration dialogue processes, stakeholder engagement initiatives, and/or project management in the field of migration or a relevant related field, in an international context.
- Demonstrated successful experience in partnership and capacity building at the international level.
- Strong advocacy, negotiation and persuasion skills.
- Strong drafting, communication and presentation skills.
- Proficiency in (verbal/written) English and French are required.
- Proficiency in the use of standard IT tools.