ICMPD Generic Job Profile
Project Management Assistant[1]

Functional Overview

Working with a level of relative independence, the Project Management Assistant is responsible for providing a wide range of experienced administrative/logistical/technical support to project teams throughout the planning and implementation of project(s) activities. S/he supports reporting and the development of innovative workflows in support of project(s) activities. S/he provides operation procedural training to project support staff in line with the standard administrative practices and operating procedures of ICMPD.

Key Results

Support to Project Implementation: Official correspondence drafted and prepared. Reports, technical documents, communication materials compiled and formatted in accordance with standard ICMPD administrative and operating procedures. Based on the review of reference materials from various sources, 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. ICMPD project(s) support staff trained and regularly informed about updates to ICMPD's standard administrative practices and operating procedures.

Support to Project Operations: Implementation of projects regularly monitored including the review of financial reports and project deliverables. Administrative support provided to the recruitment of experts (including preparation of vacancy notices) and support to procurement and contracting services. Expert and project team members' travel organized in a timely manner including calculations for 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.

Support to Reporting Requirements: Effective administrative support provided to the production of timely and accurate narrative status reports in line with reporting requirements and the forecasting and coordination of reporting activities. Reports compiled in coordination and consultation with the project team(s), and the respective ICMPD operation teams at Headquarters, ensuring that the required information is accurately captured. Database of the final versions of reports maintained and regularly updated.

Support to Project Development and Formulation: Assistance provided with the formulation of lessons learned and best practices from project implementation to feed into the formulation and future workflows of new projects. Research conducted in support of the formulation of new projects. Assistance provided with the drafting of concepts, project proposals, work plans and budgets for new projects. Existing workflows regularly revised and (if required) modified to appropriately match the organization's needs.

---

[1] This profile is classified at S/LS2.

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 members. Cost estimates calculated, including DSA and payment prepared in SAP. Minutes and/or notes of internal meetings accurately prepared.

Required Expertise

- Ability to independently plan and organize her/his own work in support of achieving project(s) teams' priorities.
- Capability to establish effective relationships within teams to understand and meet their needs.
- Ability to take into account potential changes and propose contingency plans.
- Analytical thinking to gather, analyse and compile information, identifying critical relationships and patterns among data and proposing workable solutions.
- Ability to take initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the project(s) scope.
- Ability to work effectively with colleagues from different cultural and professional backgrounds.
- Attention to detail, discretion and ability to work under pressure and within tight timelines.

Qualifications, Experience and Language Skills

- Bachelors or equivalent in a relevant field in addition to completed Secondary Education.
- Relevant working experience is considered commensurate in lieu of degree or equivalent.
- A minimum of 4 years of relevant working experience in an international context.
- Experience in supporting the development of innovative practices and new workflows.
- Experience in status reporting activities.
- Excellent organisational skills.
- Strong teamwork and interpersonal skills.
- Proficiency in use of standard IT tools - knowledge of SAP is an asset.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.