

ICMPD Generic Job Profile

Project Management Associate¹

Functional Overview

The Project Management Associate ensures seamless project operations by expertly coordinating and overseeing administrative, logistical, and technical support for project managers and staff. Operating with significant independence, they proactively monitor project implementation, identify operational challenges, and implement effective solutions to maintain project momentum. Leveraging their extensive experience, they contribute to the design and execution of project work plans, coordinate support staff activities, and collaborate with other organisational units to enhance operational efficiency. They ensure administrative tasks are completed promptly and to a high standard, in full compliance with relevant regulations and procedures. By compiling and applying lessons learned, the Project Management Associate drives the development and refinement of institutional practices, standard operating procedures, and workflows. They oversee project support staff, ensuring efficient information flow among stakeholders and troubleshooting a broad range of administrative issues. Actively engaged in improving project management processes, they contribute to organisational development through collaboration with project teams, support units, and Communities of Practice.

Key Results

Support to Overall Project Management and Implementation: Ensures effective project lifecycle management by systematically monitoring all stages in coordination with the project manager, ensuring activities are planned, organised, and delivered in alignment with ICMPD's rules, business processes, and budgetary guidelines. Drawing on extensive project implementation experience, valuable input is provided to develop, monitor, and review work plans and budgets, while proactively identifying and mitigating risks to minimise disruptions to project progress. Strong relationships and effective information flows with both internal and external stakeholders are consistently maintained, ensuring smooth communication and collaboration throughout the project lifecycle. Operational support to the development of new projects, including concepts, budgets, and plans, is ensured through direct provision of expert inputs and the effective coordination of support staff contributions. Lessons-learned and proposals on the revision of existing workflows are reviewed, analysed, and implemented, in coordination with other relevant organisational bodies and Communities of Practice.

Project Administration and Logistics Management: All logistical, administrative, and financial arrangements for project-related meetings, workshops, events, and missions are efficiently managed, ensuring seamless travel, transport, and accommodation coordination, along with the preparation of relevant information, presentation materials, and briefing packages. Potential issues are promptly identified, with proactive proposals put forward to resolve challenges and enhance the administration and management of project activities. These efforts result in smooth event execution and continuous improvements to project operations. Through effective oversight, ensures that all activities adhere strictly to ICMPD administrative

¹ This profile is classified at S/LS3.

practices and standard operating procedures, ensuring consistency, reliability, and regulatory compliance.

Support to Project Financial Management and Reporting: Ensures accurate tracking and up-to-date management of project financial resources through effective collaboration with internal stakeholders in the maintenance of expenditure control. Through the provision of proactive administrative support to the project team in the preparation of budget forecasts and revisions, unutilised sources of funding are identified, while financial and audit reports are aligned with ICMPD rules, business processes, and donor requirements. Areas for improvement are proactively identified, with enhancements to project management workflows and operational processes proactively proposed, driving greater efficiency and financial compliance.

Teamwork and Coordination: By fostering effective collaboration across the project support team, a results-focused and performance-led environment is established and maintained. Positive working relationships with colleagues in other units are effectively developed to ensure timely and high-quality outputs on collaborative tasks. The work and outputs of direct supervisees are effectively coordinated, ensuring the high-quality and timely delivery of objectives. Regular guidance and mentorship are effectively provided to junior staff with the aim of supporting professional development and optimising contributions to shared goals. Direct supervisee feedback is constructively provided, with performance consistently assessed through ICMPD's Performance Management process to drive individual and team success.

Required Expertise

- Capability to assume responsibility for effective project management support in an international environment.
- Capability to independently plan and assess workflows and tasks, identifying critical inter-dependencies or redundancies and proposing effective solutions.
- Capability to anticipate potential changes and proactively propose workable solutions.
- Upon consultation with supervisor, ability to make decisions in full compliance with ICMPD's operational regulations and rules.
- High sense of initiative and good judgement to be able to work independently with minimum supervision.
- Ability to build good working relations with teams and stakeholders to ensure effective coordination in the assigned area of work.
- Well-developed team working and coordination qualities in a diverse and international environment.
- Attention to detail, discretion, and ability to work under pressure and within tight timelines.

Qualifications, Experience and Language Skills

- Bachelor's Degree related to the area of work.
- A minimum of 6 years of progressively responsible experience in project management administrative support in an international organisation context.
- Demonstrated knowledge of project management and experience in the administration and execution of administrative processes and transactions.
- Experience in managing conflicting priorities and working with tight deadlines.
- Experience in the effective coordination of support teams to achieve common goals and objectives.
- Experience in the development and implementation of practices and workflows.
- Strong drafting, organisational, and coordination skills.
- Strong communication skills.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools.