

ICMPD **Generic Job Profile**

Regional Portfolio Manager¹ - P4

Functional Overview

The Regional Portfolio Manager is responsible for the development, coordination and oversight of an assigned regional portfolio within ICMPD. The role supports the implementation of ICMPD's strategy by translating regional priorities, partner needs, donor opportunities and lessons learned into coherent portfolio development, project formulation and implementation approaches.

Working within ICMPD's regulatory framework, administrative rules and partner or donor agreements, the Regional Portfolio Manager contributes to regional strategy development, identifies opportunities for new initiatives, coordinates proposal and project formulation processes, and supports resource mobilisation. The role guides the initiation and operational set up of new projects, including coordination with relevant internal stakeholders on project structures, staffing, budgets, compliance requirements and implementation arrangements.

Reporting to the Head of Region, the Regional Portfolio Manager monitors portfolio performance, financial implementation, delivery risks and reporting requirements across assigned projects. The role provides strategic advice and practical guidance to Project Managers, supports corrective action where implementation issues arise, and promotes the use of lessons learned to strengthen future portfolio development and delivery. The role maintains regular engagement with donors, partners, regional and country level stakeholders, project teams, Heads of Offices, relevant Directorates, HQ units and the Brussels Mission.

Key Results

Regional Strategy, Partnerships and Resource Mobilisation: Regional portfolio priorities are developed and reviewed on the basis of sound analysis of migration developments, partner needs, donor priorities, implementation experience and ICMPD's strategic objectives. Inputs are provided to regional strategies, workplans, resource mobilisation approaches and strategic dialogues, supporting coherence between organisational priorities and portfolio development. Relationships with donors, partners and relevant stakeholders are developed and maintained to support collaboration, funding opportunities, visibility of results and ICMPD's positioning as a trusted partner in migration governance.

Portfolio Development and Project Formulation: New initiatives are identified, designed and formulated in line with regional priorities, ICMPD's strategic direction and donor requirements. Project concepts, proposals and related documents are developed or coordinated with appropriate technical, operational, financial and partnership inputs. Internal and external expertise is mobilised as required, proposal processes are coordinated, peer review is supported, and potential implementation bottlenecks are identified and addressed during formulation. Project structures, staffing requirements, partnership arrangements and key budgetary parameters are developed in consultation with relevant internal stakeholders.

Project Initiation and Operational Set Up: New regional and country level projects are initiated in line with ICMPD's regulatory framework, donor agreements, country specific requirements, security procedures and internal processes. Project start up arrangements, team deployment, operational set up, implementation modalities and handover to Project Managers are coordinated with relevant HQ

¹ This profile is classified at IP4/LP4.

units, regional and country offices and project teams. Early implementation risks, operational constraints and coordination issues are identified and addressed to support a structured transition from project approval to implementation.

Portfolio Oversight, Performance and Risk Management: Portfolio implementation is monitored through established corporate systems and procedures, with regular review of workplans, financial implementation, staffing, delivery levels, reporting obligations, operational risks and corrective actions. Project Managers receive strategic advice, operational guidance and feedback on financial and implementation performance. Delays, bottlenecks, under delivery, compliance concerns and donor related issues are escalated or addressed within the scope of delegated authority. Portfolio performance updates, donor reporting inputs and management reports are prepared in line with corporate requirements.

Team Management and Portfolio Coordination: Assigned Project Managers are supervised and guided in line with ICMPD's performance management framework, supporting accountability, coordinated delivery and consistent application of organisational procedures. Roles, responsibilities and workflows are clarified across the assigned portfolio, and regular communication is maintained with Project Managers, Heads of Offices and relevant internal stakeholders. Team performance, development needs and knowledge sharing opportunities are identified to strengthen implementation quality, continuity and portfolio coherence.

Required Expertise

- Strong knowledge of migration governance and migration related policy, programming and implementation issues.
- Demonstrated capability to manage complex regional portfolios, programmes or projects in an international and multi stakeholder environment.
- Strong experience in project and programme development, including concept development, proposal formulation, partner coordination and donor engagement.
- Ability to translate strategic priorities, regional developments, partner needs and donor opportunities into feasible portfolio development and project design approaches.
- Strong command of portfolio oversight, financial monitoring, donor reporting, implementation planning, risk management and corrective action processes.
- Sound judgement in analysing complex political, technical, operational and financial issues and proposing practical solutions.
- Demonstrated ability to build partnerships, support resource mobilisation and engage effectively with donors, government counterparts, implementing partners and internal stakeholders.
- Strong advisory, negotiation, communication and representation skills in international and politically sensitive environments.
- Strong drafting, analytical, coordination and organisational skills.
- Well-developed leadership and team management skills, including the ability to guide professional staff, project teams and experts in a multicultural environment.

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 experience in managing complex, multi stakeholder and donor funded initiatives.

- Demonstrated experience in project development and formulation, including coordination of proposal processes, partnership arrangements and donor engagement.
- Experience in portfolio oversight, financial monitoring, project initiation, implementation support and risk management.
- Experience supervising professional staff, project teams or experts.
- Strong drafting, communication, negotiation and presentation skills.
- Fluency in English (written and spoken) is required. Knowledge of a Western Balkans language will be considered an asset.
- Proficiency in the use of standard IT tools.