

ICMPD Job Profile

SENIOR PROJECT MANAGER¹

FUNCTION (Task Identity):

The Senior Project Manager is responsible for the management of the *Support to Free Movement of Persons and Migration in West Africa project* (FMM II) and for ensuring the direction of project activities, delivery of project outputs and the achievement of project targets and results.

The Senior Project Manager organises for a prompt kick off/initiation of the project, including set up and recruitment of project staff. S/he develops and maintains relationships with project partners, beneficiaries and other stakeholders as well as plans and coordinates implementation of all aspects of the project ensuring that the project is managed according to the approved project documentation, work plans and budgets in line with ICMPD's rules and business processes as well as partner and donor agreements. The Senior Project Manager ensures timely and qualitative delivery of project outputs and achievement of project results in close collaboration with the project team, project beneficiaries and partners as well as donors as well as manages a smooth project finalisation and closure.

The Senior Project Manager establishes the project work plan and monitors its implementation. S/he continuously analyses the progress of implementation, the budget execution, assesses achieved results for quality and impact and ensures that adequate information is gathered for assessment and reporting. The Senior Project Manager plans and coordinates project communications activities and ensures that reporting on progress and results is timely, of high quality and carried out in accordance with donor agreements. The Senior Project Manager coordinates project's contribution to ICMPD's knowledge base and identifies and develops new projects and participates in resources mobilisation activities.

The Senior Project Manager leads and supervises the project team consisting of ICMPD staff and experts ensuring that the team works according to the project work plan and produces timely and qualitative outputs. S/he assesses the performance of the project team members and works in closely with relevant units in ICMPD and develops and maintains working level contracts with partner organisations.

The Senior Project Manager works under the supervision of the Head of Region for West Africa.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Direction of project activities and kick off:

- Ensure a prompt start of the project.
- Recruit project team. Prepare ToRs (use ICMPD standard Job Profiles as available), lead interview panels and recruitment process ensuring timely deployment of the project team.
- Ensure on-boarding for the newly recruited project team members.
- Establish collaboration and information flows with project stakeholders, donors and partners and key project experts ensuring that project's objectives, direction and expected results as well as implementation approach are well-communicated to all stakeholders.
- Establish project work plan ensuring adherence to Project Document and direction of project towards planned targets and results.
- Coordinate project strategic direction and work plan with project partners.

¹ This project profile is classified at IP4.

- Ensure that the project budget is in line with the work plan and supports achievement of results within the timeline. As required, adjust the budget in consultation with the Corporate Resources Management Team.
- Develop a communications plan for the project according to donor agreements and ICMPD's Communications Strategy. Coordinate set up of project website and social media contents. Initiate project contacts database.
- Ensure implementation of ICMPD's risk management system at project level. Identify and plan preventative and mitigation measures as applicable.
- Initiate project implementation by organising/coordinating organisation of kick off and inception events as applicable.

2. Project management and implementation:

- Organise work of the project team in line of the project work plan.
- Ensure progress of implementation of the work plan and the timely accomplishment of project outputs. Take prompt corrective action as required.
- Mobilise project staff and experts, goods and services, capacity building and grants schemes for activities, including approving terms of references and specifications and overseeing contractors' work.
- Maintain a dialogue between the project and its stakeholders to ensure project's scope and direction remain relevant for achievement of the intended results.
- Coordinate and follow-up with partners ensuring that activities are carried out according to agreed work plan and other agreements.
- Ensure that project content and outputs are produced timely and according to project work plan and ICMPD's quality standards. Review, comment upon and approve project outputs (reports, presentations, publications). Ensure review and quality control of policy and research outputs by Policy and Research Units respectively.
- Oversee organisation of meetings, seminars, workshops and other events. Ensure that agenda, technical notes and working group papers and other inputs to events are produced in a timely manner.
- Control and approve project correspondence.
- Systematically monitor project activities and progress in line with ICMPD monitoring guidelines. Ensure information gathered and monitoring reports are prepared.
- Organise scheduled and ad hoc project reviews.
- Assess project progress and results in close consultation with project stakeholders. Develop improvements to enhance performance of the project.
- Oversee implementation of the project communications plan. Organise drafting of communications materials, coordinate and oversee inputs from the project team.
- Participate in, and chair project events, seminars and workshops. Present project results to various stakeholder groups such as Steering Groups/donors.
- Participate on behalf of ICMPD in conferences/meetings/seminars relevant for the project.

3. Project administration and reporting:

- Ensure that project activities are implemented in an efficient and cost-effective manner in line with the work plan.
- Ensure that administrative processes such as procurement and contracting are carried out promptly and in accordance with ICMPD rules and established business processes. Ensure compliance with donor rules as applicable
- Identify bottlenecks and develop solutions. Take corrective actions promptly.
- Oversee the appropriate use of project funds in accordance with the budget. Initiate budget revisions to adjust budget to changes in project work plan.

- Ensure timely reporting to donors and partners, oversee formulation and drafting of progress and final reports. Coordinate with Corporate Resources Management (CRM) Team for preparation of financial reports. Submit reports (full package) to donor according to established reporting schedule.
- Ensure project documentation is maintained and filed according to ICMPD policies.
- Coordinate and implement project closure activities.

4. Management of project team and experts:

- Plan the composition of the project team, revise as required.
- Identify project experts. Draft /approve ToRs. Oversee timely deployment.
- Coordinate the work of the project team by allocating tasks, supervising task completion, coordinating work processes.
- Ensure effective and transparent management and communication processes within the project team. Keep the team abreast with developments relating to ICMPD.
- Oversee implementation of ICMPD's security system for staff safety, as applicable, in collaboration with ICMPD Field Security Advisor and Head of Office.
- Evaluate the performance of project team and experts according to ICMPD's performance management system, report regularly on team performance to supervisor(s).
- Keep informed about the expertise/specialisation of project team members. Support development of expertise and knowledge in the team.

5. Participation in programme/project development:

- Actively identify opportunities for expansion of ICMPD's activities and development of new initiatives.
- Provide and formulate inputs to development of new initiatives.
- Identify and formulate lessons learned and best practices from project implementation to feed into formulation of new projects.
- Provide support and participate as a member of ICMPD communities of expertise and practice in collaboration with the PRS.
- Develop and formulate new projects. Draft concepts and project proposals, work plans and budgets for new projects.
- Participate in resource mobilisation for new projects.

KEY RESULTS (as per Job Component):

- Project activities implemented according to project documentation, donor/partner agreements and project work plan and budgets in line with ICMPD's rules and business processes.
- Project inputs deployed timely and in line with the work plan.
- Stakeholder relationships managed efficiently and effectively.
- High-quality project outputs and substantive project deliverables produced according to work plan.
- Project budget implemented according to ICMPD's rules and donor agreements.
- Project reports prepared timely according to donor agreements and ICMPD guidelines.
- Project Team deployed as per project work plan and the work of the team supervised and performance assessed.
- Project lessons learnt and best practices identified and documented.
- Ideas and concepts for new projects identified and new projects formulated.

INCUMBENT PROFILE:

- A minimum of 8 years of position-specific experience in management of multi-sector or thematic projects in multiple regions or across countries in the field of migration.
- Substantive knowledge of migration issues.
- Substantive knowledge in the technical field of the project.

- Extensive experience in stakeholder management and donor relationships management.
- Proven experience in project financial management.
- Experience in management of project teams and experts.
- Professional training in project cycle management. Certification in project management (Prince2 or similar) is a distinct asset.
- Strong conceptual and analytical skills.
- Solid communications and negotiation skills.

CORPORATE QUALIFICATIONS:

- Experience in international context.
- Proficiency in (verbal/written) English and French required, proficiency in a major EU language, or local language (for country-level projects) is an asset.
- Master's degree related to the area of work.