

ICMPD Generic Job Profile

Junior Officer ¹- Data Management

Functional Overview

The Junior Officer – Data Management (JO-DM) supports ICMPD's Strategy, Knowledge, Evaluation and Impact (SKEI) unit by contributing to the implementation of activities across the three core teams of Knowledge Management (KM); Monitoring, Evaluation and Learning (MEL); and the Project Management Office (PMO). The JO-DM's focus is on supporting the improvement of knowledge management systems across the organisation, supporting internal knowledge sharing practices, contributing to MEL-related processes and assisting with the standardisation of project management across ICMPD, including approaches and tools. They also contribute to optimising data and document management in existing Microsoft 365 tools.

Key Results

Improvement of Knowledge Management and Learning: Contributions made to the ongoing development, maintenance and promotion of internal knowledge management practices, tools and platforms, including ICMPD's knowledge base, intranet and shared Microsoft 365 environment. Coordination and support provided to knowledge-sharing events and activities, with tools and guidance developed to help staff contribute and access knowledge products. Contributions made to knowledge-capturing and knowledge-sharing initiatives, including the documentation of lessons learned, good practices and success stories from across ICMPD projects.

Support for MEL Tools and Visualisation: Support provided to MEL Officers in setting up and maintaining monitoring tools (e.g. indicator tracking sheets, online data-collection tools), and developing dashboards and infographics at both project and organisational level. Contributions made to internal reporting by producing high-quality data visualisations and summaries that support evidence-based decision-making and learning.

Support to Project Management Office: Support provided to the PMO team in: mainstreaming the newly introduced ICMPD Project Management Standard among all ICMPD projects; maintaining a central repository of projects and related data; and updating and enhancing the internal dashboards of pipeline and ongoing projects. General assistance provided to improve data accuracy and support analysis, and reporting related to the project lifecycle.

SKEI Unit Development and Management: Support provided in developing key SKEI resources and events, e.g. internal technical tools and templates and organisational informational/capacity-building workshops, including content formulation and preparation, and the creation of presentation material.

¹ This profile is classified at IP1.

Required Expertise

- Strong technical and digital literacy skills. Familiarity with standard Microsoft 365 tools (e.g. Excel, SharePoint List, Teams) and/or the Microsoft Power Platform would be a distinct advantage.
- Proficiency in Excel and data analysis, such as experience with Power Query, pivot tables and data-cleaning techniques to support effective reporting.
- Ability to develop and manage data reports, dashboards (especially Microsoft Power BI) and content repositories (Microsoft SharePoint), ensuring high-quality data and user-friendly presentation.
- Organised and proactive disposition, with the ability to coordinate multiple tasks and shifting priorities under deadlines.
- Strong communication and collaboration skills across diverse teams and levels of seniority.

Qualifications, Experience and Language Skills

- Master's or equivalent university degree in information management, data science, organisational learning, or a related field
- Experience working on collaboration platforms and dashboard tools (e.g. SharePoint, Power BI, Excel, Tableau, or similar).
- Good organisational and interpersonal skills.
- Proficiency in English (verbal/written); knowledge of other languages is an asset.
- Minimum of one year of experience in supporting knowledge management, monitoring and evaluation, or project implementation.
- Experience in developing engaging visual materials, including infographics, presentations and other visual outputs, is an advantage.
- Understanding of project management lifecycle is an advantage.