

## ICMPD Job Profile

### PROJECT COORDINATOR<sup>1</sup>

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#### Functional Overview

The Project Coordinator shares responsibility for the strategic coordination and oversight of the project, ensuring not only alignment with ICMPD's strategy, goals, regulatory framework, administrative standards and operational procedures, but also compliance with partner and donor agreements. The role involves close collaboration with the Project Manager: while the Project Manager leads daily project management and operational execution, the Project Coordinator streamlines processes and supports project implementation, including by coordinating activities of the Project Implementation Team (PIT) among relevant ICMPD units, in particular the Procurement and Grants Unit (PGU) and colleagues in border management and security.

#### Key Results

**Coordination of Procurement Activities:** Substantive input provided for the coordination of all procurement activities associated with the project, while ensuring respect for project timelines and strict compliance with contractual obligations, rules and procedures. The active role in the procurement component of the project ranges from planning to the solicitation process through contract management. It involves ensuring adherence to procurement policies and timelines envisaged in the project documents; efficient use of resources; proactive monitoring of project and procurement contract timelines; good quality of technical documentation for the procurement activities; and alignment with project objectives and budgetary constraints.

**Institutional Coordination and Interdepartmental Alignment:** Smooth coordination fostered between the PIT, PGU and relevant units at ICMPD Headquarters, including through regular communication that promotes coherent and efficient project implementation. A collaborative environment fostered for overcoming challenges, conducive to the smooth progression of project activities in alignment with ICMPD's strategic priorities. In addition, a human rights-based approach to border management integrated into all project activities, ensuring the protection of the rights and dignity of individuals affected by border management policies and practices.

#### Technical Expertise in Border Management:

The Project Coordinator complements strong project coordination and procurement knowledge, particularly in coordinating large-scale procurement projects in the law enforcement and security sectors, with a fundamental understanding of integrated border management principles. Feedback and data provided to the Border Management and Security Advisor, that contributes to the regional goals of improving border security and helps to address challenges like irregular migration, trafficking and other cross-border crimes.

**Monitoring and Reporting:** Leadership provided in the preparation, review and finalisation of all

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<sup>1</sup> This role is classified as IP3/LP3

project reports in compliance with donor and ICMPD standards. The monitoring and evaluation (M&E) framework integrated into all reporting processes in close coordination with the Strategy, Knowledge, Evaluation and Impact Unit (SKEI). Timely submissions guaranteed for all reports, so that they are accurate and comprehensive and reflect the project's progress and outcomes effectively. High-quality standards established in report structuring, to deliver a clear and transparent account of project activities and financial performance.

**Donor Relations:** Close collaboration developed with the Project Manager and Portfolio Manager to support donor relations. The Project Coordinator proactively collects and organises background information, data and documentation relevant to the project's progress, while ensuring that all communication with the donor institution is accurate, well-informed and aligned with project goals. By providing timely and detailed updates, including on key milestones, achievements and challenges, the Project Coordinator equips the Project Manager with the tools necessary to communicate with the donor effectively. The Project Coordinator also takes an active role in drafting reports and addressing donor queries in a timely and constructive manner, thereby fostering transparency, trust and a positive partnership.

**Compliance and Quality Assurance:** Effective management of international activities through the fostering of collaboration with international and national experts, and alignment with project objectives. While overall responsibility for adherence to the project's Description of Action (DoA), compliance with donor regulations and alignment with ICMPD standards rests with the Project Manager, the Project Coordinator actively contributes to this by monitoring project performance, providing valuable insights and identifying potential compliance issues. Working closely with the Project Manager, the Coordinator also ensures that challenges are promptly overcome and that corrective actions are taken to enhance the project's integrity, accountability and successful delivery of outputs.

**Project Development:** In-depth assessment and analysis undertaken of the overall border management needs of Türkiye, to enable the effective design and planning of projects, further the application of a results-based management approach and improve the definition of quality criteria. Substantive input provided into project design, including risk management measures, through the identification of areas in which ICMPD's programme could contribute to national and/or regional development.

### **Required Expertise**

- An ability to implement projects effectively in an international context, especially large-scale procurement-related processes, and preferably in the security and/or law enforcement sectors.
- Proven ability to lead complex and high-volume procurement components (supplies or works), coordinate technical inputs from experts at the solicitation stage and contract implementation after the contract has been awarded.
- Proven ability to promote capacity development measures with a focus on procurement good practices.
- Demonstrated ability to follow established procurement processes and ensure compliance with regulations, while proactively enhancing the efficiency and effectiveness of the project and procurement activities.
- Familiarity with monitoring, evaluation and learning tools for tracking progress towards results and documenting project and programme achievements.
- Demonstrated success in building networks and partnerships, as well as in the initiation and deployment of knowledge management and resource mobilisation activities focused on procurement.

### Qualifications, Experience and Language Skills

- Master's Degree related to the area of work
- Minimum of 5 years of experience in the development and management of projects and project teams at the international level in the field of migration/border management/law enforcement or a relevant related field.
- Solid drafting, communication and presentation skills.
- Proficiency in verbal and written English, with proficiency in Turkish an asset.
- Proficiency in standard IT tools.
- An engineering background would be an asset.