

ICMPD Job Profile

Executive Officer (MDC)¹

Functional Overview

The Executive Officer (MDC) reports directly to the Director, Migration Dialogues and Cooperation (MDC), and provides substantive coordination and analytical support to the MDC Directorate's Office. The incumbent also supports the Deputy Director in the preparation and follow-up of Directorate priorities and engagements.

The position contributes to the effective functioning of the Directorate by coordinating cross-regional and cross-directorate inputs, supporting planning and reporting processes, and facilitating the timely preparation of high-level briefing and documentation.

Working closely with the Director and Deputy Director, and in regular liaison with the Senior Executive Officer, the Regions and relevant Headquarters Units, the Executive Officer strengthens internal coordination, enhances operational efficiency and supports informed management decision-making within the MDC Directorate.

Key Results

Programme and Directorate Coordination: The position supports the development and implementation of operational plans and programme activities within the Directorate. Key meetings related to projects, institutional processes and Directorate priorities are organised and prepared, including consolidation of background materials and follow-up of agreed actions. Data and inputs are gathered from Regions and relevant Units to support analysis, identify areas for improvement and ensure coherence with Directorate objectives.

Coordination and Stakeholder Support: Coordination across the Directorate is facilitated to ensure structured collaboration between Regional Offices and relevant Directorates, including Policy, Research and Strategy, the Brussels Mission and Resource and Operations Management. Collaboration with Knowledge Management and Communications functions is supported to enhance the visibility, consistency and efficiency of the Directorate's activities. Information flow between the Directorate's Office and internal stakeholders is maintained in a timely and structured manner.

Support to Planning and Horizontal Initiatives: Assistance is provided in the planning and follow-up of horizontal initiatives within the Directorate's annual planning cycle. Activities related to Directorate priorities are tracked to ensure timely implementation and alignment with agreed objectives. Briefing materials and background documentation are prepared to support the Director's participation in internal and external meetings and events.

¹ This profile is classified at IP2.

Reporting and Communication Support: Directorate-level reports and performance-related documents are drafted and coordinated in line with institutional standards and reporting requirements. Analytical information related to Directorate coordination activities is compiled and summarised to identify trends and support management adjustments where required. Meeting notes, summaries and key messages are prepared following engagements with senior management and other stakeholders to support continuity and follow-up.

Required Expertise

- Strong analytical and drafting skills with ability to synthesise complex information.
- Excellent written and verbal communication skills.
- Political and institutional sensitivity.
- Strong organisational and coordination skills.
- Ability to handle confidential and sensitive information with discretion.
- Capacity to work under pressure and manage competing priorities.

Qualifications, Experience and Language Skills

- Master's Degree in International Relations, Public Administration, Political Science, Law, Economics, or a related 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 three years of relevant professional experience in an international organisation, government or related institutional environment.
- Experience supporting senior management in the preparation of strategic documents, briefings and institutional reporting.
- Experience coordinating inputs across multiple stakeholders and tracking follow-up actions.
- Proficiency in (verbal/written) English. Additional languages are an asset.
- Proficiency in the use of standard IT tools.