

ICMPD Job Profile

External Relations Officer¹

Functional Overview

Within ICMPD's Unit for External and Member State Relations, under the Director General, the External Relations Officer contributes to the planning and coordination of ICMPD's external relations with Member States, governance bodies and other priority stakeholders. They support the preparation of meaningful and well documented engagements, contribute to the development of communication and background materials and assist in capturing and disseminating external relations results across the organisation. Working in close collaboration with the Head of External and Member State Relations, the Directorate General's Office, the Communications Unit and relevant teams, the Officer helps to maintain structured stakeholder engagement, supports meetings and missions and contributes to knowledge management related to external relations activities.

The Officer also facilitates institutional coordination on matters linked to the Director General's external agenda. This includes contributing to the preparation of high-level meetings and missions, supporting the development of background and communication materials and ensuring that key information flows between the Directorate General's Office, External Relations and other contributors are timely, coherent and aligned with institutional priorities.

Key Results

Support to Stakeholder Engagement and External Relations Activities: Consistent and proactive support provided to the preparation and organisation of engagements with key stakeholders, including Member States, potential members, governance bodies and strategic partners. Stakeholder meetings and missions are prepared with clear agendas and overall programme, background materials and talking points that reflect ICMPD priorities. Contributions made to the planning and documentation of outreach to a broader range of interlocutors, such as international organisations and public stakeholders, in line with the external relations work plan.

Substantive Contributions to External Relations Outputs: External relations activities supported through drafting and consolidation of talking points, background notes, summaries, and reports for internal and external use. Inputs prepared for concept notes, briefing notes, presentations and other written products that inform ICMPD's engagement with stakeholders. Background research on migration related policy developments and stakeholder priorities conducted and synthesised in a clear format to inform senior management and relevant teams.

¹ This project profile is classified at IP2

Coordination of Meetings, Missions and Events: Institutional meetings, governance related events and external missions supported through structured coordination with the Head of External and Member State Relations and relevant colleagues. Programmes for meetings and missions maintained and regularly updated, including stakeholder lists, key messages and follow up actions. Content related preparations, such as collating inputs from other units and preparing participant information packs, coordinated in a timely manner. Logistical arrangements for meetings and missions followed up together with relevant staff, notably the Events Team, and the Directorate General's Office, contributing to well organised and documented engagements.

Coordination of Inputs for the Director General's External Agenda: Inputs required for the Director General's participation in high-level bilateral and multilateral meetings, missions and governance processes coordinated and consolidated from External Relations and other contributing units. Background information, summaries and stakeholder updates synthesised into clear formats that support the Director General's preparation and engagement. Relevant follow up actions documented within a defined scope, ensuring coherent information flow between the Directorate General's Office, the External and Member States Relations Unit and other teams involved in external engagement.

Support to Outreach, Communication and Knowledge Management: Communication and promotional materials linked to external relations activities prepared in coordination with the Communications Unit and disseminated through appropriate channels, including email, social media and websites. Contributions made to stakeholder mapping, contact lists and simple tools that support monitoring of the external relations work plan. External relations results, such as outcomes of meetings, commitments and follow up actions, recorded and filed systematically, in collaboration with Knowledge Management colleagues, to support institutional learning and reporting.

Required Expertise

- Capability to support the planning and coordination of external relations engagements in an international context.
- Capability to establish and maintain constructive working relations with a variety of stakeholders, including representatives of governments, international organisations and other partners.
- Experience in drafting different types of texts, including briefing notes, summaries, correspondence and simple concept notes, and in presenting complex information in a clear and structured way.
- Ability to communicate clearly and respectfully on external relations activities to internal and external audiences.
- Ability to identify priority activities and assignments within the external relations work plan and to manage simultaneously occurring tasks and shifting priorities.
- Good level of autonomy and reliability in following up on meeting preparations, documentation and agreed actions within the assigned scope of work.
- Good analytical thinking, including the ability to identify relevant developments in migration policy and stakeholder priorities and to summarise them for internal use.
- Solid understanding of digital tools used for communication, stakeholder management and knowledge sharing.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work or equivalent.

- Minimum of 3 years of job-relevant experience in external or international relations, policy analysis or stakeholder engagement in international organisations, diplomatic representations or other relevant public institutions, including experience supporting senior leadership and contributing to preparations for high-level meetings and external engagements.
- Demonstrated experience in meeting and or event organisation, including preparation of agendas, background materials and follow up notes.
- Demonstrated experience in written communications, including preparation of emails, notes and communication materials for external audiences, and familiarity with social media use in an institutional context.
- Strong drafting, organisational and coordination skills.
- Strong communication skills, including the ability to interact confidently with senior counterparts while maintaining tact and professionalism.
- Proficiency in verbal and written German and English is required.
- Proficiency in the use of standard IT tools and willingness to work with corporate systems for information and knowledge management.