

## ICMPD Job Profile

### External Relations Officer<sup>1</sup>

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#### Functional Overview

The External Relations Officer expertly coordinates the execution of ICMPD's external relations activities to achieve impactful stakeholder engagement. They deliver high-quality written outputs, including concept notes, communication materials, and correspondence, to support strategic initiatives. By analysing stakeholder migration priorities and relevant developments, they ensure informed internal communication and targeted external outreach. The External Relations Officer orchestrates meetings, missions, and events, managing agendas, preparation of background materials, and follow-up actions to ensure measurable outcomes. They efficiently oversee logistical operations and execute proactive outreach to strengthen ICMPD's relationships with key stakeholders and advance organisational objectives.

#### Key Results

**External Relations Substance Function Management:** Through comprehensive analysis, strategic concept notes are developed to guide internal and external discussions, setting clear standards for cooperation and enhancing ICMPD's outreach. Innovative approaches to external engagement are implemented, strengthening connections with stakeholders. Communication materials are effectively crafted and disseminated to Member States and key stakeholders, ensuring they remain informed and engaged with ICMPD activities. In collaboration with the Head of External and Member State Relations (HoEMSR), official correspondence and key communications are expertly prepared and distributed across multiple platforms, including email, social media, and websites. Materials for ICMPD governance meetings, such as the Steering Group, Friends of the Chair, and Advisory Board, are efficiently prepared, including supporting presentations and speeches, ensuring well-coordinated and impactful events.

**Management of Meetings and Missions:** In collaboration with the HoEMSR, a comprehensive outreach and meeting program is developed and maintained, strengthening engagement with key stakeholders, including Member States, potential members, strategic partners, and international organisations. Institutional meetings and missions are expertly organised, ensuring relevant content aligned with strategic objectives. Meeting outcomes and follow-up actions are systematically monitored, accurately recorded, and disseminated to maintain momentum and accountability. Logistical arrangements for meetings are efficiently managed in coordination with support staff and the Director General's office, ensuring seamless execution and impactful stakeholder interactions.

**Outreach and Communication Activities:** Regular and strategic engagement with key stakeholders strengthens networks and partnerships, ensuring alignment on priorities and uncovering opportunities for mutually beneficial cooperation. Targeted communication efforts are effectively planned and executed, identifying relevant contacts and cultivating new counterparts to expand collaboration. Knowledge-sharing mechanisms, including stakeholder mapping, election and political monitoring systems, and reporting tools, are developed and implemented, enhancing outreach efficiency and ensuring impactful information exchange.

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<sup>1</sup>This profile is classified as IP3.

## Required Expertise

- Capability to analyse complex situations, identify the critical aspects, and propose timely solutions based on sound judgement.
- Capability to identify risks, and to propose and implement contingencies and mitigation measures in the assigned scope of work.
- Capability to thoroughly analyse key stakeholders' migration priorities and other relevant developments.
- Ability to build networks and partnerships with stakeholders and partners and identify opportunities for collaboration.
- Ability to formulate and draft external relations substance outputs.
- Ability to produce a variety of written communications products in a clear and concise style.
- Analytical thinking and ability to integrate new approaches and innovations in the assigned scope of work.
- Solid knowledge of international politics, European affairs and a good understanding of migration issues.
- Familiarity with monitoring, evaluation, and learning tools for tracking progress toward results and documenting achievements.
- Leadership qualities in a diverse and international environment, with a strong sense of diplomacy and tact.

## Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 5 years of progressively responsible relevant experience in the field of external/international relations or policy analysis in international organisations, think tanks, diplomatic representations or other relevant public institutions.
- Demonstrated experience in meeting organisation (conferences, workshops, bilateral and multilateral meetings)
- Demonstrated experience in communications, including use of social media.
- Strong analytical, drafting and organisational skills.
- Good coordination and management skills.
- Strong communication skills.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools.