

ICMPD Job Profile

Head of EU Liaison and Partnerships Unit¹

Functional Overview

The Head of EU Liaison and Partnerships Unit leads ICMPD's strategic engagement with the European Union institutions, positioning the organisation as a credible, responsive and trusted partner on migration. Based in Brussels, the incumbent oversees the EU Liaison and Partnerships Unit, ensures consistent communication and coordination with EU and other relevant stakeholders, and facilitates strategic alignment between institutional objectives and EU priorities.

Reporting to the Director of the Brussels Mission, they work in close coordination with ICMPD's senior management, regional, thematic and policy portfolios as well as external relations. The incumbent provides direction on EU-related institutional positioning and influence with a particular emphasis on funding acquisition. The role includes oversight of stakeholder engagement, knowledge sharing, and contributions to business development. The Head of Unit manages a small professional team and works across ICMPD's strategic areas to strengthen visibility, coherence and long-term relationships with key EU actors.

Key Results

Strategic EU engagement and influence: ICMPD's relationships with the European Commission and Member States are strategically managed and strengthened through regular engagement, targeted briefings, and sustained liaison. Opportunities for influence and alignment are identified, and high-quality contributions are made to consultations, policy discussions, and inter-institutional dialogues. The organisation is positioned as a valuable partner in support of EU external and internal migration policy priorities.

Coordinated Brussels presence and stakeholder communication: ICMPD's presence in Brussels' EU environment is coordinated across ICMPD teams and portfolios to ensure consistent messaging, knowledge exchange, and follow-up with EU and other relevant stakeholders. Internal coordination mechanisms are developed and maintained to support timely and informed engagement. The Unit facilitates access to EU and other relevant counterparts and ensures professional representation of ICMPD in external meetings and events.

Support to institutional positioning and cross-organisational coordination: Strategic messaging, positioning strategies and briefing materials are co-developed in close coordination with all relevant ICMPD teams. Cross-organisational collaboration is fostered to ensure that regional, thematic and policy teams are supported in their EU-facing activities. Inputs are provided to internal processes that align programming, policy analysis, partnerships and positioning across the institution.

Contribution to business development and strategic resource mobilisation: Funding opportunities with the European Commission and Member States are identified and analysed in collaboration with internal stakeholders. Targeted inputs are provided to proposal development, including strategic positioning, donor intelligence, and liaison with funding partners. ICMPD's programme pipeline is strengthened through

¹ This profile is classified at IP5.

proactive engagement in consultations, calls for proposals, and informal dialogues, aligning institutional priorities with evolving EU funding mechanisms.

Leadership, team development and internal collaboration: The EU Liaison and Partnerships Unit is effectively managed, with clear objectives, strong internal collaboration, and a results-oriented culture. Staff are supported in their professional development and equipped to contribute to high-quality outcomes. The Head of Unit models ICMPD values and fosters a respectful and collaborative working environment, while actively contributing to ICMPD-wide initiatives and strategic goals.

Required Expertise

- Demonstrated ability to analyse and interpret EU and member state policy developments and translate them into strategic recommendations that inform ICMPD's positioning, institutional outreach, and programming.
- Proven experience leading stakeholder engagement efforts with EU institutions, member states, and partner organisations, with a strong track record of building institutional relationships and maintaining a visible and trusted presence.
- Demonstrated experience identifying and advancing business development opportunities with institutional partners, including the strategic framing of ICMPD's value proposition in line with EU and donor priorities.
- Capacity to coordinate cross-organisational input for institutional reporting and strategic communication, with precision in synthesising complex information for high-level briefings, position notes, and policy correspondence.
- Strategic planning and implementation skills, with experience overseeing work plans, managing team priorities, and aligning liaison and partnership efforts with institutional goals and performance indicators.
- Sound knowledge of migration governance, EU external and internal policies, and related donor and partner structures.
- Excellent communication, negotiation, and representation skills, with the ability to confidently engage in high-level dialogues and public fora on behalf of the organisation.
- Leadership experience in managing multicultural teams, fostering collaboration across departments and levels, and creating an environment of integrity, accountability, and strategic focus.

Qualifications, Experience and Language Skills

- Master's degree in political science, international relations, EU affairs, migration studies, or a related field.
- A minimum of 10 years of progressively responsible experience in policy liaison, stakeholder engagement, EU affairs, or related fields, including at least 5 years in a leadership or coordination role.
- Experience working in or with European institutions, member state administrations, or international organisations.
- Proven experience managing teams and workstreams in a complex institutional or intergovernmental context.
- Fluency in English is required; proficiency in French or another EU language is an asset.
- Proficiency in the use of standard IT applications and tools for communication, coordination, and document preparation.