

ICMPD Job Profile

Junior Executive Officer¹ - Brussels

Functional Overview

The Junior Executive Officer supports the Brussels-based Director in managing external engagements and institutional coordination. The role provides structured support for appointment scheduling, meeting preparations, and ensuring that the Director is well-equipped for high-level discussions and conferences. The Junior Executive Officer contributes to the coordination of institutional reporting, including the preparation of materials for steering group meetings and progress updates.

Working across ICMPD's Brussels office, the Junior Executive Officer engages with internal and external stakeholders to support the smooth execution of the Director's engagements. The role requires strong organisational and communication skills, as well as an understanding of the EU institutional landscape.

Key Results

External Engagement and Appointment Coordination: The Director's external engagements are effectively scheduled and prepared, ensuring alignment with institutional priorities. Background materials and briefing notes are compiled ahead of meetings, supporting informed participation in discussions. Logistical and administrative arrangements for external meetings, including conferences and high-level events, are efficiently managed, ensuring seamless participation and follow-up.

Institutional Reporting and Meeting Preparation: Institutional reports, including progress updates and steering group meeting preparations, are accurately compiled and coordinated in collaboration with relevant ICMPD teams. Contributions to institutional documentation ensure the Director's office remains informed on key developments. Meeting agendas, supporting documents, and follow-up notes are managed efficiently, ensuring smooth coordination of institutional responsibilities.

Communication and Stakeholder Coordination: The Junior Executive Officer serves as a coordination point between the Director's office and key ICMPD teams, ensuring timely information flow. Engagements with external stakeholders, including EU institutions and partners, are effectively supported, ensuring that ICMPD's presence in Brussels remains active and well-coordinated. Communication materials, briefings, and correspondence are prepared to support institutional visibility and outreach.

Event and Conference Support: Participation in conferences, panel discussions, and external forums is logistically supported, ensuring the Director is well-prepared with relevant materials and key messages. Invitations, schedules, and speaking points are managed to facilitate effective engagement in external events.

¹ This profile is classified at IP/LP1.

Required Expertise

- Strong organisational and coordination skills to support high-level external engagements.
- Ability to compile background materials, briefing notes, and institutional reports.
- Familiarity with EU institutions and their operational environment.
- Strong communication and stakeholder engagement skills in an international setting.
- Ability to manage schedules, prepare meeting materials, and facilitate logistical arrangements.
- Well-developed writing and drafting skills, ensuring high-quality documentation.

Qualifications, Experience and Language Skills

- A Master's degree in political science, international relations, public administration, or a related field.
- A minimum of one year of professional experience in a coordination or support role, preferably in an international or EU institutional setting.
- Experience in scheduling, event coordination, or institutional reporting is an asset.
- Familiarity with EU institutions is required; familiarity with EU migration policy is an asset.
- Proficiency in English (verbal and written); proficiency in French or another major EU language is an asset.
- Proficiency in standard IT tools for scheduling, reporting, and communication.