

ICMPD Job Profile

Junior Administrative Officer - MGT¹ - P1

Functional Overview

The Junior Administrative Officer provides administrative, coordination, drafting and information analysis support to the Management Directorate, reporting to the Senior Manager, Risk Management and Internal Controls. The role supports management coordination, internal governance related work, task forces and working groups, process improvements and workflow follow-up, internal communication and document management.

The role contributes to the practical functioning of Management Directorate workflows by supporting assigned coordination, drafting, follow-up and documentation processes. The Junior Administrative Officer also supports assigned activities linked to governance, risk, internal control, regulatory framework coordination and business improvement, helping ensure that information, actions, decisions and related documentation are reliable, timely and traceable.

Key Results

Management Directorate Coordination: Management Directorate meetings, workshops, retreats, task forces, working groups and assigned business improvement activities are prepared and supported efficiently. Agendas, supporting materials, logistics, contact lists and meeting arrangements are coordinated on time. Inputs from colleagues and units are gathered and organised to support effective preparation, discussion and implementation of next steps. Relevant process steps, workflows and information flows are mapped or summarised within assigned areas of work. Practical issues, duplication, unclear ownership or inefficient arrangements are identified and escalated, and simple improvements are suggested for review.

Drafting and Information Analysis Support: Minutes, terms of reference, summaries, first drafts of presentations, briefing notes, reporting inputs and other working documents are prepared clearly and accurately for review and further use. Information from meetings, shared registers, documents and colleagues is organised and summarised to support management follow-up, internal reporting and preparation of decisions. Gaps, inconsistencies, unclear inputs or deadlines at risk are identified and flagged for guidance.

Document Management and Digital Collaboration: Microsoft Teams groups, SharePoint sites, shared folders, shared registers and document libraries are kept structured, accessible and up to date. Documents are named, versioned, formatted and filed consistently so that discussions, decisions, actions and supporting evidence are traceable. Collaborative workspaces and shared information management arrangements within the Management Directorate are maintained to support reliable document flow.

¹ This profile is classified at IP1.

Internal Communication and Action Follow-up: Requests for input, reminders, circulation notes, internal updates and progress messages are prepared in a clear and professional manner. Internal communication content for the Management Directorate is formatted, coordinated and posted or updated on the intranet site and other agreed internal channels, following review and clearance where required. Actions, responsibilities and deadlines are tracked across assigned areas of work, with missing inputs, unclear responsibilities or stalled items followed up and escalated where appropriate. Sensitive internal information is handled with discretion and sound judgement.

Required Expertise

- Good administrative, coordination and logistical support skills in a structured organisational environment.
- Good analytical, drafting and organisational skills, including the ability to organise information, identify gaps and prepare clear first drafts for review.
- Good ability to organise meetings, prepare agendas and minutes, maintain action logs, update trackers and follow up on deadlines.
- Professional communication style, including the ability to ask for clarification, follow up constructively and adapt communication to colleagues at different levels of seniority.
- Ability to use Microsoft Office and Microsoft 365 tools to maintain structured trackers, shared registers, collaborative workspaces, document libraries and internal communication materials.
- Good attention to detail, discretion, tact and judgement when handling sensitive internal information, coordinating inputs and supporting follow-up across different workstreams.
- Willingness to learn about governance, risk, control, audit-readiness and institutional coordination through practical work.

Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in business administration, public administration, management, law, or a relevant 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 one year of relevant professional experience in administration, coordination, project support, management support, operations support or a similar area, including practical responsibility for drafting, meeting support, follow-up or deadline coordination.
- Experience in a structured organisational environment, such as an international organisation, public institution, donor-funded programme, corporate, consulting, legal, compliance, audit, operations or project management setting, is an asset.
- Exposure to governance, risk management, internal control, compliance, audit-readiness, legal, or institutional coordination is an asset.
- Fluency in English is required. Knowledge of German or another major European language is an asset.
- Strong ICT skills, including working knowledge of Microsoft Office and Microsoft 365 applications, particularly Word, Excel, PowerPoint, Outlook, Teams and SharePoint, to support document management, collaborative workspaces, shared registers and other coordination tools.