

ICMPD Job Profile

Portfolio Manager - Libya¹

Functional Overview

Within the Directorate for Migration Dialogues and Cooperation (MDC), the Portfolio Manager is responsible for overseeing ICMPD's portfolio in Libya. This includes both strategic development and operational management of thematically and institutionally diverse projects in the country. The incumbent leads portfolio planning, implementation oversight, stakeholder engagement, and resource mobilisation in line with ICMPD's strategy, quality standards, and business processes.

The Portfolio Manager ensures that projects are implemented in accordance with donor agreements, work plans, and budgets, while proactively identifying risks, addressing operational bottlenecks, and supporting strategic partnerships. The role involves close liaison with Libyan authorities, EU institutions, donor partners, and regional stakeholders including those active in the broader North Africa and Sahel regions. Coordination with other ICMPD teams is essential to ensure coherence and institutional alignment.

The Portfolio Manager reports to the Head of Region (Mediterranean), and closely coordinates with colleagues in the region and HQ. The role includes supervision of project managers, technical experts, and national support staff. In line with formal designation procedures, the incumbent may be assigned the function of Head of Office in Libya, which would include additional responsibilities in areas such as representation, security, delegated authority, and the operational functioning of the office.

Key Results

Strategic Engagement and Portfolio Development: ICMPD's strategic role in Libya is enhanced through effective engagement with national authorities, EU institutions, and regional and international partners. New project opportunities are identified and developed based on insights into political, technical, and donor priorities. Strategic dialogues and institutional partnerships reflect both national needs and regional dynamics in North Africa and the Sahel, positioning ICMPD as a trusted partner and thought leader in migration governance.

Operational Coordination and Institutional Representation: ICMPD's presence in Libya is maintained through effective coordination of activities, consistent liaison with national stakeholders, and clear representation of the organisation's priorities in day-to-day interactions. Country-level implementation is aligned with regional and organisational strategies, with close collaboration across ICMPD offices and headquarters to ensure coherence, compliance, and quality of delivery.

Portfolio Implementation and Performance: Projects are implemented in line with approved work plans, budgets, and ICMPD procedures. Operational challenges are anticipated and addressed, ensuring timely delivery of results. The Portfolio Manager oversees project performance, identifies gaps, and initiates necessary adjustments in consultation with relevant teams. Monitoring, learning, and reporting mechanisms are applied systematically across the portfolio.

¹ This profile is classified at IP4.

Team Leadership and Coordination: The Libya team is effectively led, 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 project delivery. The Portfolio Manager models ICMPD values and fosters a respectful, inclusive, and collaborative working environment. Internal communication is clear and consistent, and team coordination mechanisms are in place to ensure coherence across the portfolio. The Portfolio Manager contributes to broader regional and institutional priorities and actively shares lessons learned and good practices.

Required Expertise

- Demonstrated experience managing complex, multi-stakeholder projects and portfolios in migration or related fields, with a focus on fragile or post-conflict contexts.
- Proven ability to translate political, social, and migration-related developments into strategic priorities and operational plans, particularly within North Africa and the Sahel.
- Experience building and maintaining partnerships with institutional donors, national authorities, and implementing partners, with a strong track record of trust-based relationship management and representation.
- Demonstrated success in identifying and shaping programmatic and funding opportunities aligned with organisational strategy and donor priorities.
- Capacity to lead and coordinate project teams, oversee the quality and timely delivery of results, and support staff development and team cohesion across multi-country portfolios.
- Strong analytical and reporting skills, with the ability to synthesise complex information and provide strategic and operational advice to senior management and partners.
- Knowledge of regional migration dynamics, donor funding instruments, and coordination mechanisms in North Africa and the Sahel.
- Excellent diplomatic, negotiation, and communication skills, with the ability to represent the organisation in high-level settings and maintain a visible, respected presence.
- Experience working in multicultural environments and supporting internal collaboration across geographically dispersed teams.

Qualifications, Experience and Language Skills

- Master's degree in political science, international relations, EU affairs, migration studies, or a related field.
- A minimum of 8 years of relevant experience in international project or portfolio management, including team leadership and stakeholder engagement.
- Advanced university degree in international relations, political science, migration studies, or a related field.
- Experience working in or with countries in North Africa and the Sahel is essential.
- Experience in an international organisation or development cooperation context.
- Strong written and verbal communication skills, including the ability to draft and present effectively for external stakeholders.
- Proficiency in English. Knowledge of French or Arabic is a strong asset.