

## ICMPD Generic Job Profile

### Project Manager<sup>1</sup> - IP3

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#### Functional Overview

Within the Pan Africa Region, the Project Manager is responsible for the management and implementation of the EMBLEM project, Entrepreneurial Mobility in Blue and Green Sectors for Mauritania, implemented under the Migration Partnership Facility. The project aims to strengthen legal and circular labour mobility pathways between Mauritania, France and Spain by piloting a mobility scheme that supports the entrepreneurial capacities of young Mauritanian talent in the blue and green sectors.

Working under the overall supervision of the Pan Africa Portfolio Manager, the Project Manager coordinates project planning, implementation, contractual management, monitoring, reporting and stakeholder engagement. The role supports the strategic and operational alignment of project activities with donor requirements, ICMPD standards and the priorities of participating countries. The Project Manager also leads the project's Technical Assistance component, which focuses on strengthening labour migration governance systems through the analysis of institutional mandates and strategies, the development of a practical roadmap, and the preparation of tools to support the implementation and follow up of the labour mobility cycle.

Based in Brussels, with frequent travel to Mauritania, the Project Manager works with project partners, national stakeholders, service providers and internal ICMPD colleagues to support coherent delivery, timely implementation and effective coordination across the project. The Project Manager may also contribute to other projects implemented by the Pan Africa Region in Mauritania, as required.

#### Key Results

**Project Cycle Management:** In collaboration with all relevant stakeholders, project plans, scope, objectives and budget(s) effectively determined and developed, ensuring resource availability and technical expertise allocation. Milestones developed to track progress and manage any changes in project scope, schedule and costs. Quality standards determined to ensure the quality level of the project(s). Risks effectively identified and analysed. Project performance tools developed and regularly measured using appropriate techniques. Project and donor reporting accurately drafted and delivered in a timely manner.

**Project Resources Management:** The type, quantity and quality of resources required to achieve the project's goals accurately identified during the project planning phase together with the respective internal partners and within the project(s) budget(s). The project team(s) skills sets, roles and responsibilities clearly defined. Contracts effectively negotiated between subcontractors, consultants,

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<sup>1</sup> This profile is classified at IP/LP3.

or service providers, ensuring a transparent competitive basis in line with ICMPD's rules, regulations and procedures.

**Stakeholder Management:** Stakeholder expectations and working relationships effectively managed and communication regularly undertaken to ensure all stakeholders are kept informed. Project updates created and circulated to stakeholders and the project team(s).

**Project Team Management:** Project team(s) knowledge base developed, ensuring the project(s) benefit from the right knowledge, experience, and skills sets and that team members are committed to the goals of the project(s). Project team(s) effectively motivated and mentored to ensure the highest quality project deliverables. Evaluation of the performance of project team(s), experts, consultants and service providers regularly and systematically undertaken in accordance with ICMPD's performance management procedures.

**Project Development and Resource Mobilisation:** Substantive input provided to the design of projects and to portfolios that support the achievement of capacity development goals and communication regularly undertaken to ensure all stakeholders are kept informed. Project updates created and circulated to stakeholders and the project team(s).

### Required Expertise

- Ability to effectively manage projects and project teams in an international context.
- Proven capability to promote capacity development measures across the full project cycle management.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of projects.
- Familiarity with monitoring, evaluation and learning tools for tracking progress toward results and documenting project/programme achievements.
- Demonstrated success in building networks and partnerships and in the initiation and deployment of knowledge management and resource mobilisation activities.

### Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in 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 5 years of experience in the development and management of projects in the field of migration or a related field, at the international level. Background in labour migration, including experience in designing and/or implementing labour migration schemes and strategies in international contexts.
- Experience working in North/West Africa or similar contexts is required; experience in Mauritania is a strong asset.
- Experience collaborating with international organisations, European institutions and national authorities is required; experience with relevant sectoral institutions is a strong asset.
- Solid drafting, communication and presentation skills.
- Proficiency in (verbal/written) English and French is required. Proficiency in Arabic is considered an asset.
- Proficiency in the use of standard IT tools.