

ICMPD Generic Job Profile

PROJECT OFFICER¹ – P2

Functional Overview

Within the Pan Africa Region, the Project Officer is responsible for the 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 Project Manager, the Project Officer implements and coordinates activities throughout the project's full life cycle. The role supports the strategic and operational alignment of project activities with donor requirements, ICMPD standards and the priorities of participating countries. They support the implementation of 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 Nouakchott, the Project Officer 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 Officer may also contribute to other projects implemented by the Pan Africa Region in Mauritania, as required.

Key Results

Project Cycle Implementation: In support of the Project Manager, project(s) full life cycle implementation effectively handled and coordinated, such as regular review of project(s) plans, coordination and deployment of resources and monitoring of budgets. Status of deliverables and progress on mitigation of risks regularly provided, including reports on financial and resource utilisation. Implementation underpinned by effective outreach, communication and project visibility activities as determined by the Project Manager.

Project Operations and Resource Utilisation: In line with the project(s) structure, processes and workflows created for the project team(s) to ensure the positive progress of the project(s) including effective utilisation of project funds. Continual mutual development effectively undertaken with project team members and feedback provided to each other on project work undertaken. Short-term contracts for experts, consultants and/or service providers managed and performance reviewed in accordance with their terms of reference and specifications.

Support to Stakeholder Management: A range of project-related documents systematically researched and drafted, including status updates, reports, budget overviews and discussion papers to assist the Project Manager with the flow of information to and communication with stakeholders and donors. Project events, meetings, workshops and other activities organised and coordinated in line with the project's work plan, identifying participants and resource persons. All communication effectively undertaken with relevant stakeholders.

Project Development: In collaboration with the Project Manager, new project concepts and potential resources effectively identified and developed, based on a review of project results and recording of best practices and lessons learned.

Required Expertise

- Capability to effectively implement activities of the full project cycle in an international context.
- Ability to draft and monitor work plans and budgets in line with financial regulations and administrative instruments, as well as reporting tasks.
- Ability to integrate new approaches and innovations and ensure the cost-effective use of project funds.
- Capability to establish good working relations with project teams and stakeholders to ensure effective coordination in the assigned area of work.
- Effective communication, outreach and networking.

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 3 years of experience in full project cycle implementation in the field of migration or relevant related field, at the international level.
- Good organisational, drafting and communication skills.
- Fluency in English, French and Arabic (verbal and written) is required. Proficiency in Spanish will be considered an asset.
- Proficiency in the use of standard IT tools