ICMPD Job Profile

Senior Project Manager[1]

Functional Overview

The Senior Project Manager, as a substantive and specialist contributor, is responsible for the planning, development and management of innovative and complex project(s) within a specific field, as part of a portfolio of projects and/or programmes. As the senior ICMPD representative in Libya, the incumbent will act as Officer-in-Charge, covering defined managerial and representational responsibilities. This function may be formally confirmed in line with ICMPD designation procedures. Building on solid knowledge and experience, s/he elaborates concepts and develops new approaches to meet complex challenges while ensuring that sustainability dimensions are embedded into the full project cycle and in the development of new projects. S/he oversees the implementation, control and completion of project(s) and the management of project team(s) while remaining aligned with the strategy, goals, regulatory framework, standard administrative practices and operating procedures of ICMPD and with partner and donor agreements. S/he actively pursues effective project and capacity development and leads resource mobilisation efforts.

Key Results

Project Development, Planning and Management: In-depth assessment and analysis undertaken of the overall needs of assigned countries or Region, within a specific technical/thematic area, to enable the effective design and planning of project(s), the application of a results-based management approach and definition of quality criteria. Project plans and milestones developed, including risk management measures. Project implementation effectively overseen, with recommendations for innovative approaches to project execution and capacity building provided. Timely and effective implementation of critical project components ensured i.e. human resources, services, procurement etc. in line within ICMPD's financial and administrative rules and regulations. The project(s) status regularly reviewed, evaluating performance criteria (scope, cost, schedule and quality) and identifying areas where ICMPD's programme can contribute to the achievement of national and/or regional development priorities to ensure the suitability of proposed projects. Learning opportunities identified and specialised knowledge actively shared.

Project Resources Development and Management: Effective proposals made for resource mobilisation efforts and identification of potential funding sources. Project(s) budgets developed, prepared and finalised with contributing partners and/or donors and with relevant internal collaborating stakeholders, ensuring the quantity, appropriateness and quality of resources required to achieve the project(s) goals. Together with the Project Manager, the project team(s) skill sets, roles and responsibilities clearly defined. Subcontractors, consultants, or service providers identified, ensuring a transparent competitive basis in line with ICMPD's rules, regulations and procedures. Project(s) budget(s) regularly monitored, and project disbursements approved to ensure delivery is in line with budgets and that delivery levels are met.

Stakeholder Management: Effective and systematic engagement and communication undertaken with relevant national and/or regional authorities, including high-level government representatives, international entities, and academic institutions in relation to various aspects of ICMPD's mission, identifying potential collaborating partners and donors. Professional networks established and maintained with national/regional

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[1] This profile is classified at IP/LP4.

institutions and development agencies to contribute to and increase awareness of ICMPD. International/national/regional events related to ICMPD's overall programme developed and implemented, with the support of the project(s) team(s). Development of briefing notes, talking points, presentations and outreach material effectively overseen, ensuring they are delivered in a clear, concise and impartial manner and their effectiveness closely monitored.

Management of Project(s) Team(s): The work of the project(s) management team (s) effectively overseen and systemically monitored to ensure the highest quality project deliverables and the maintenance of a high level of motivation. Evaluation of the performance of project team(s) regularly, systematically and fairly undertaken in accordance with ICMPD´s performance management procedures, with development opportunities for team(s) identified.

Project Development and Resource Mobilisation: Concepts for new projects identified and developed, integrating capacity development goals and sustainable approaches in close collaboration with the respective Portfolio Manager(s). Successful initiatives developed and undertaken to secure potential funding sources, ensuring a high level of commitment from partners/donors.

Required Expertise

- Capability to design projects that support the achievement of development goals and identify sustainable approaches.
- Ability to analyse complex situations, understand the critical aspects, and make timely decisions based on sound judgement.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of projects.
- Ability to build relevant strategic partnerships and alliances with key stakeholders and partners and recommend opportunities for collaboration.
- Familiarity with monitoring, evaluation and learning tools for tracking progress toward results and documenting project/programme achievements.
- Well-developed leadership qualities in a diverse and international environment.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 8 years of experience in the design, development and management of projects and project teams in the field of migration or a relevant related field, in an international context.
- Demonstrated successful experience in partnership and capacity building at the international level.
- Adept advocacy and persuasive skills.
- Solid drafting, communication and presentation skills.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools.