

ICMPD Job Profile

Executive Officer¹

Functional Overview

The Executive Officer provides critical support to the Director General (DG), Chief of Staff (CoS), and the Director General's Office (DGO), working under the supervision of the CoS. The incumbent supports the activities of the DG and CoS, including with interagency and diplomatic engagements, DG-priority projects, and coordination of DGO activities. He/she assists with operations of the DGO, including coordination of institutional functions overseen by the CoS, including Communications, External and Member States Relations, ICMPD Secretariat, Internal Audit, and Legal Services.

Key Results:

Coordination and support: Support the CoS in the coordination and follow-up of cross-cutting institutional activities and priorities. Assist in preparing reports, background briefs, and presentations for the DG, particularly on topics related to the workstreams of the DGO. Monitor action items, deadlines, and deliverables for functions reporting to the CoS and ensure timely follow-up.

Communication and External Relations: Liaise with the Communications and External Relations teams to coordinate the DG's messaging, high level external engagements, and public information strategies. Draft and review correspondence, talking points, and briefing materials for the DG and COS' high-level interactions, meetings, and events.

Governance and Secretariat Support: Assist External and Member States Relations in preparation of meetings of the Steering Group, Advisory Board, and other governance bodies. Support coordination with the ICMPD Secretariat ensure quality and timely submission and retention of documents.

Legal and Internal oversight: Coordinate with Legal Services and Internal Auditor functions to track the status of legal reviews, audit recommendations, and oversight efforts. Assist in summarizing legal or audit-related issues for the CoS' attention.

Administrative and Logistical Support: Support scheduling, meeting preparation, and coordination on behalf of the DG and CoS as needed

Required Expertise

- Strong organizational and time management skills.
- Excellent writing, editing, and communication abilities.
- Political, diplomatic and cultural sensitivity.

¹ This profile is classified at IP2.

- Knowledge of ministerial level protocol.
- Discretion and ability to handle confidential information.
- Team orientation and interpersonal skills.
- Flexibility and ability to work under pressure and tight deadlines.
- Familiarity with institutional governance or legal/audit frameworks is an advantage.

Qualifications, Experience and Language Skills

- Advanced university degree (Master's or equivalent) in International Relations, Diplomacy, Public Administration, Political Science, Law, or a related field.
- 3 years of relevant professional experience in international organizations, national government, or related sectors.
- Experience directly supporting senior executive leaders (Directors General, Secretaries General, Ministers, CEOs, etc) particular in a cabinet environment.
- Experience as interlocutor with national ministries, head of intergovernmental bodies, and diplomatic protocol activities.
- Experience working with governance bodies, legal or audit units, or external relations/communications is highly desirable.
- Experience to prepare high-quality briefs, reports, talking points, and official correspondence.
- Experience in coordinating inputs across multiple stakeholders and managing follow-up actions, deadlines, and deliverables.
- Excellent command of written and spoken English.
- Working knowledge of written and spoken German