

ICMPD Job Profile

EVENTS AND ADMINISTRATIVE ASSISTANT ¹

Functional Overview

Within the Policy, Research and Strategy Directorate (PRS), the Events and Administrative Assistant provides office support to ensure the efficient administration of the relevant programme activities within the Directorate, with a particular focus on events. As an active member of the Events Team, s/he works in close coordination with other staff within PRS and with other stakeholders, internally and externally, ensuring that the implementation of event organisation activities and administrative support activities are in line with the standard administrative practices and operating procedures of ICMPD. S/he is an active contributor to events management and administrative support improvement.

Key Results

Support to Overall Unit and Events Management: Timely inputs provided to support the development, monitoring and review of work plans, budgets and budget execution reports, including detailed activity and sub-activity plans and internal work procedures. Contributions made to internal communication on and coordination of programme implementation and events organisation, including setting up various meetings, taking accurate minutes, keeping online collaboration spaces up-to-date, collecting and sharing routine information.

Administrative Support of Event Logistics: Effective support provided to the implementation of administrative and logistical events activities in line with ICMPD's rules and business processes and outputs, and according to budgets and work plans and protocol. This includes but is not limited to assistance in identifying, procuring and organising suitable event venues, furniture, decorations, visibility materials and signs; catering/meals and restaurants; travel, transport and accommodation; the logistics of cultural programmes; interpretation; and technical equipment and support. Contracts with service providers, experts and sponsors or other partners accurately prepared and administered, including monitoring and adherence to payment and reporting schedules. Timely preparatory steps undertaken to ensure smooth on-site event logistics and related administrative arrangements, including close liaison with suppliers and coordination of all required services and the preparation of related documentation and supporting materials.

Invitations, Contact Management and Communications Processes: Processes for events invitations administered on a timely basis together with related registration procedures and documentation, including drafting of routine correspondence. Logistical and administrative management of speakers' and high-level guests' participation efficiently and diplomatically processed and prompt liaison conducted with relevant counterparts. Events and related PRS contact and invitations lists prepared and updated. Administrative assistance provided to the development of

¹ This job profile is classified at S2.

professional programmes or agendas, concepts, background notes or papers, as well as other related invitations or events information provision. Administrative assistance provided to support the development and maintenance of event websites, apps and other online tools.

General Administrative Support: Administrative support provided to mission organisation and conference participation of team members, including travel and visa arrangements, local transport and accommodation, and scheduling meetings. Support provided to mission and meeting reports and to the closing of mission files. Assistance provided to the procurement of services and administration of contracts with service providers. Draft routine correspondence and technical documents prepared, materials compiled and inputs provided to briefings, summaries, graphs and presentations relating to various programme processes. Programme and events data collected and collated and files and online libraries actively supported. Assistance provided in the administration of recruitment and on-boarding schedules and activities. The wider PRS Directorate teams supported with administrative/logistical tasks if and when required.

Required Expertise

- Very good organisational skills.
- Capability to support administrative and logistical arrangements of institutional events.
- Upon consultation with supervisor, ability to make decisions in full compliance with ICMPD's operational regulations and rules.
- Ability to prioritise a varied workload effectively while working accurately with strong attention to detail.
- Capability to provide administrative support for high-ranking officials and guests.
- Ability to work effectively with people of different nationalities and cultural backgrounds.
- Capability to establish effective relationships across the organisation at all levels.

Qualifications, Experience and Language Skills

- Bachelor degree or equivalent in a relevant field in addition to completed Secondary Education
- Relevant working experience is considered commensurate in lieu of degree or equivalent.
- A minimum of 4 years of progressively responsible experience in administrative support with a focus on events, in an international organisation context.
- Experience in managing conflicting priorities and working with tight deadlines.
- Experience in working in a team environment to achieve common goals.
- Excellent command of standard MS-office software.
- Proficiency in (verbal/written) English, proficiency in a major EU language, is an asset.