

ICMPD Generic Job Profile

PORTFOLIO MANAGER¹

Functional Overview

Within the ICMPD Brussels Mission and working closely with the different Global Initiatives, the Portfolio Manager is responsible for the oversight and further development of a thematically and geographically focused portfolio of projects in an assigned area. Building on solid knowledge and experience, sustainable portfolio strategies are developed and implemented with new project opportunities, potential business partners and donors identified and targeted liaison with those stakeholders maintained. Resource mobilisation initiatives actively supported and outreach activities developed and implemented. Continuous feedback provided on operational performance, initiating portfolio performance improvements as required and ensuring that sustainability and results-based approaches are embedded into the full project cycle and in the development of new projects. Supervising the respective Project Managers falling under the portfolio responsibility, project teams effectively coordinated and deployed ensuring efficient and timely planning, implementation and subsequent reporting. Collaborative working relationships established with all relevant ICMPD Directorates and Units (both within the Brussels Mission and the headquarters in Vienna) and with the different field offices to ensure effective information flows.

Key Results

Management of the Strategic Direction of the Portfolio and Partnerships: Planning and delivery of portfolio activities effectively overseen, coordinated and managed. Progress of the operational portfolio regularly reviewed and remedial action undertaken as necessary. ICMPD's activities actively marketed and promoted by building a network of key business partners, keeping abreast of social, economic, political trends and the application of innovative approaches to the portfolio development and resource mobilisation. Active participation undertaken in strategic dialogues with ICMPD/Brussels Mission and with external business partners in the process of further development of the portfolio formulation. ICMPD Brussels Mission expertly represented at official events, meetings and conferences as required. Learning opportunities identified and specialised knowledge actively shared.

Outreach, Portfolio Development and Growth: Strategic dialogues developed and effective targeted liaison maintained with national/international counterparts, beneficiaries and donors to develop concepts to obtain resources for new projects/initiatives. Potential partners identified to pursue new opportunities and ensuring portfolio growth by delivering a quality service to maintain ICMPD's competitive edge. Subsequent partnering arrangements expertly and successfully negotiated on all aspects related to project design and implementation. Project resourcing effectively planned by defining organisational structure and staffing requirements and key budgetary parameters in close collaboration with the Resource Management (RMU) and in line with ICMPD procedures. Working

¹ This project profile is classified at IP4/LP4.

closely with the respective Senior Project Managers, concepts for new projects identified and developed, integrating capacity development goals and sustainable approaches. Successful initiatives developed and undertaken to secure potential funding sources, ensuring a high level of commitment from partners/donors. Lessons learned and best practices identified and formulated to feed into the formulation of new projects. Coherence and mutual reinforcement between the different projects and activities (both current and under development) within the portfolio actively pursued.

Portfolio Oversight and Performance: Effective and systematic monitoring and analysis undertaken of the portfolio implementation maintaining an updated overview of all aspects of the portfolio and reports prepared, keeping the Director of the Brussels Mission abreast of the overall performance on a regular basis. Monitoring missions undertaken to evaluate progress, identify problems and take appropriate and timely decisions to rectify any issues. Regular feedback on operational performance provided to project managers prompting performance improvements as required and strategic advice and troubleshooting support provided to the project teams. A comprehensive financial overview conducted in collaboration with RMU and financial implementation of projects throughout the assigned portfolio systematically monitored, ensuring adherence to set financial targets and timelines. Feedback provided to project managers on project financial performance and advice provided to address challenges and bottlenecks. Effective coordination and collaboration ensured with donors on issues related to implementation of the portfolio or specific project-level challenges.

Team Management: Effective contributions made to ICMPD capacity development in efficient portfolio delivery by focusing on learning, coaching and mentoring of team members, field staff and internal partners. Appropriate guidance and supervision provided to the project managers within the assigned portfolio, ensuring effective communication and knowledge sharing, keeping teams abreast of developments related to ICMPD. 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.

Required Expertise

- Capability to design, develop and manage a portfolio of projects which 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 a portfolio.
- 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 portfolio 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 a portfolio 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.