

## ICMPD Job Profile

### UCC Coordinator – M2

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#### Main Purpose

Under the overall supervision of the ICMPD Project Manager, the Ukrainian Consultation Centre (UCC) Coordinator supports the technical and administrative functions of the UCC in a relevant duty station, ensuring the effective and efficient operation of the UCC, its service provision to the beneficiaries, in accordance with ICMPD rules and procedures.

#### Role

S/he supports the management of the UCC, ensuring effective communication, information and service delivery. S/he contributes to the organisation of events and activities organised by the UCC. S/he works collaboratively with the ICMPD Unity Hub Coordinator, UCC counsellors, administrative support staff, project teams, relevant local counterparts and the relevant Units at Headquarters (HQ), ensuring the effective and timely delivery of UCC activities and services.

The UCC Coordinator is based in Prague, Czech Republic.

#### Functions/Key Results Expected

- Support the Project Manager in ensuring timely, efficient and effective implementation of the Ukrainian Consultation Centre's activities and ensure that the outcomes are aligned with the project priorities;
- Collection of information from all relevant stakeholders of services and ongoing programmes/projects regarding Ukrainian displaced persons in the Czech Republic;
- Upon coordination with the Unity Hub Coordinator provides liaison with stakeholders, key government and NGO partners to coordinate the activities and establishing referral mechanisms for Ukrainian migrants visiting the Consultation Centre;
- Compile reports and supervises the Counsellors of the Ukrainian Consultation Centre:
- Provision of information and consultations to Ukrainian displaced persons in the Czech Republic regarding consular office activities, pre-consular support and preparation of forms, documentation, annexes, and more;
- Actively support the Ukrainian migrants with provision of information and general advice on matters related to access to healthcare, access to education, employment opportunities on the territory of the Czech Republic;
- Actively participate in the trainings and workshops provided by the project team to ensure knowledge and access to up-to-date information concerning the Ukrainian migrants in the Czech Republic, including their rights and obligations under Temporary Protection;
- Organising and implementing information campaigns and outreach activities, in close cooperation with government entities and local organisations and NGOs and other community outreach actors;
- Regular reporting and documentation of inquiries as well as upkeep of an internal database;
- Regular update of the website/ social media outreach;
- Support the project team in procurement of equipment for the Centre;
- Prepare minutes and/or notes of internal meetings;
- Update and maintain information databases, such as mailing lists, document tracking systems and management reporting systems on the status and completion of work plans;

- Compile and manage the team members' timesheets and other documentation in accordance to ICMPD rules and regulations, coordinate the team's schedule and oversee the activities of the Ukrainian Consultation Centre;
- Participate in official meetings with stakeholders, partners and agencies involved in migration-related matters regarding Ukrainian displaced persons in the Czech Republic;
- Maintain financial files and records according to ICMPD procedures;
- Directly report to the project implementation team;
- Perform other duties, as required.

### Expertise

- Solid organisational, planning and prioritising skills and abilities;
- Experience and knowledge of Czech and/or Ukrainian legislation, the overall situation of Ukrainian displaced persons in EU MS, understanding the socio-political atmosphere in the region;
- Upon consultation with the supervisor, the ability to make decisions in full compliance with ICMPD's operational regulations and rules;
- Analytical thinking to gather, analyse and compile information, identifying critical relationships and patterns among data and proposing workable solutions;
- Experience in the area of migration in Ukraine and the Czech Republic;
- High sense of initiative and good judgement to be able to work independently with minimum supervision
- 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's degree related to the area of work;
- Minimum of 4 years of position-specific experience;
- Working experience with international organisations is an asset;
- Experience working with Czech or Ukrainian administration or state agencies is an asset;
- Experience in working with local authorities and businesses;
- Solid IT skills;
- Solid organisational skills;
- Strong sense of client orientation and good understanding of effective service delivery, community engagement, outreach and social work;
- Proficiency in verbal and written English and Ukrainian (required), Czech and other languages is an asset.