

ICMPD Job Profile

Unity Hub Coordinator – M3

Main Purpose

Under the overall supervision of the ICMPD Project Manager, the [Ukrainian] Unity Hub Coordinator supports the technical and administrative functions of the Hub in Prague, Czech Republic, ensuring the effective and efficient operation of the Unity Hub, in accordance with ICMPD rules and procedures.

Role

S/he supports the management of the Unity Hub, including the Ukrainian Consultation Centre, ensuring effective communication, information and service delivery. S/he contributes to the organisation of events and activities organised by the Hub. S/he works collaboratively with the UCC counsellors, administrative support staff, project teams, representatives of the Ukrainian Ministry of National Unity, Embassy of Ukraine in the Czech Republic relevant local counterparts and the relevant Units at Headquarters (HQ), ensuring the effective and timely delivery of Unity Hub activities and services.

The Unity Hub Coordinator is based in Prague, Czech Republic.

Functions/Key Results Expected

- Supervise and coordinate the overall activities and functioning of the Unity Hub in Prague, Czech Republic, including the work of the Ukrainian Consultation Centre;
- In consultation with the Project Manager supports managing of the location of the Unity Hub, coordination of workplans and operations with various partners at the Unity Hub and with the beneficiary agency State Nonprofit Enterprise “Agency of National Unity” under the Ministry of National Unity of Ukraine;-
- Support the ICMPD Project Manager in ensuring timely, efficient and effective implementation of the Unity Hub’s activities and ensure that the outcomes are aligned with the project priorities and donor requirements;
- Collection of information from all relevant stakeholders of services and ongoing programmes/projects regarding Ukrainian displaced persons in the Czech Republic;
- Mapping of all relevant stakeholders and establishing referral mechanisms for Ukrainian migrants visiting the Consultation Centre;
- Actively participate in 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 Ukrainian and local 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;
- Update and maintain information databases, such as mailing lists, document tracking systems and management reporting systems on the status and completion of work plans;
- Maintain financial files and records according to ICMPD procedures;
- Directly report to ICMPD project implementation team;
- Perform other duties, as required.

Expertise

- Solid organisational, planning and prioritising skills and abilities;
- Experience and knowledge of 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 the country;
- 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 5 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;
- Experience managing teams and administrative procedures;
- 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, Czech and Ukrainian (required), other languages is an asset.