

ICMPD Generic Job Profile

Policy Officer ¹

Functional Overview

The Policy Officer reports directly to the Head of the Policy Unit and plays a key role in shaping ICMPD's strategic direction on migration policy, both internally and for the Member States and key partners. The Policy Officer will also provide advisory support to the Policy Unit Head, guiding the organisation's policy initiatives and contributing to high-level decision-making processes while collaborating closely with the other units within the organization.

The Policy Officer drives impactful results in migration policy by providing expert analysis on current developments and developing innovative, results-oriented approaches and outputs. They will manage key policy projects from design, planning through to delivery, ensuring high-quality and timely outputs aligned with strategic objectives. By closely monitoring migration policy trends, engaging in external policy discussions, and building strategic partnerships, the Policy Officer ensure that ICMPD's policy work is informed by cross-thematic knowledge and best practices. The Policy Officer also contributes to the development of ICMPD's institutional knowledge base, translating lessons learned into actionable insights and disseminating findings to both internal and external stakeholders. They will enhance ICMPD's reputation as a leader in migration policy development. When required, the Policy Officer supervise assigned junior professional and support staff, providing mentorship, performance feedback, and ensuring the timely and high-quality delivery of individual and team objectives.

Key Results

Policy Monitoring, Analysis and Development: Through the monitoring and analysis of existing policies and policy processes, as well emerging topics, trends, and discussions, concepts for new thematic and cross-thematic policy inputs and outputs are identified and developed, enabling the organisation to engage with priority areas and advance strategic objectives. Effectively planned and carried out policy research using best practice tools, methodologies, and instruments will ensure ICMPD's analysis has long-term impact. This process not only informs policy recommendations but also shapes future initiatives, ensuring the organisation's activities remain relevant and effective.

Policy Project Implementation: Policy project activities efficiently planned, coordinated, and executed. The development and implementation of policy-related initiatives overseen to ensure alignment with ICMPD's objectives. The formulation and refinement of policies supported through in-depth analysis and stakeholder engagement. Contributions made to new project development, including proposal writing and strategic planning.

Stakeholder Engagement: Through identification of and engagement with key stakeholders, opportunities for collaboration and resource mobilisation are identified and pursued, strengthening partnerships that advance

¹ This profile is classified at IP3.

organisational objectives on migration policy development. Participation, organisation and facilitation of events such as policy discussions, conferences, meetings, and workshops, supported by tailored materials, provides a strengthened platform for ICMPD to promote its work on migration policy and to disseminate impactful findings.

Cross Departmental collaboration: Collaboration with internal stakeholders such as external relations, communications, operations and research teams to ensure the policy insights are integrated into broader organisational strategies and translated into policy insights.

Communication and Knowledge Sharing: Policy-related communication materials are developed and disseminated across various channels, ensuring both internal and external dissemination of policy results. Knowledge management efforts are led to enhance institutional learning and promote continuous improvement in policy engagement. A collaborative environment for knowledge sharing is fostered through the establishment and maintenance of the Communities of Practice (CoP) and other relevant activities.

Required Expertise

- Demonstrated knowledge of key elements of migration governance and the European political landscape.
- Strategic and analytical thinking and ability to conceptualise, design, and implement policy, engagement, and communication activities.
- Experience in managing multiple priorities, navigating complex policy landscapes, and delivering high-quality results under tight deadlines.
- Strong ability to lead and execute policy engagement, policy research, and analytical activities in an international setting.
- Ability to build networks and partnerships with stakeholders and partners and identify opportunities for collaboration.
- Excellent collaboration and relationship management skills to work effectively with internal teams and external stakeholders.

Qualifications, Experience and Language Skills

- Master's degree in public policy, migration studies, political science, international relations, or a related field.
- Minimum of 5 years of progressively responsible relevant experience in the field of migration policy analysis, migration governance, or public policy within international organisations, think tanks, embassies, or relevant institutions.
- Demonstrated knowledge/expertise on EU migration governance, especially in areas such as international protection, irregular migration and return.
- Strong analytical and research skills with a proven track record of producing policy-related publications.
- Good coordination and management skills.
- Strong writing and communication skills, particularly for policy-oriented audiences.
- Proficiency in (verbal/written) English, proficiency in other languages is an asset.
- Proficiency in the use of standard IT tools.