ICMPD
International Centre for Migration Policy Development

Recruitment Plan – PREPARE-UA/EECA RO

Instructions: The Recruiting Manager prepares the recruitment plan in consultation with HRM. The recruitment plan must be completed a minimum of 3 months prior to the expected starting date of the selected candidate. The plan is submitted through the HR HelpDesk under the category 'Recruitment Plan'. Please add additional rows to reflect additional positions as needed.

In case project contract is not yet signed, date of final submission to donor: 15/11/2026

Position						**Recruitment Timelines**				**Vacancy-Specific Actions**		
Position Title	**Position Grade**	**Position Duty Station**	**Position Type**	**Employee Category**	**Position Duration**	**Target Date Classification of Job Profile** [count **2 weeks** processing time after submission of draft JP]	**Target Date Publication of Vacancy** [count **5 working days** after submission]	**Target Date Deadline of Vacancy** [count **4 weeks** after publication; exceptions must be justified under comments]	**Target Date Start** [Depends on candidate availability; contract start date on 1st or 15th day of each month]	**Assessment methods** [Determined by the Recruiting Manager; a video or in-person interview is compulsory]	**Internal / External Vacancy:** **Internal Vacancy** [Justification] **External Vacancy** [Optional outreach activities as determined by the Recruiting Manager]	**Comments**
Project Manager	IP3	Vienna, Austria	International	Staff	24 months		10.11.2026	24.11.2026	**01.01.2026**	Interview	Internal	Due to imprtance of the project, there is a need to ensure strong ICMPD ownership.
Project Officer	IP2	Vienna	International	Staff	24 months	tbd	tbd	tbd	tbd	tbd	tbd	

To certify compliance with the approved/final submission of proposal and budget approved by HoCRM please sign with your electronic signature:

Date	**Recruiting Manager Signature: Violeta Wagner**	**Date**	**HRM Signature:**
03.11.2026			