

ICMPD Job Profile

ASSOCIATE PROJECT OFFICER¹ - ERRIN Armenia

ORGANISATIONAL SETTING:

The European Return and Reintegration Network (ERRIN) is an operational initiative that was developed by a consortium of migration agencies from over 15 European countries and funded by a Specific Action of the Dutch Asylum Migration and Integration Fund (AMIF) in close co-operation with the Directorate-General for Migration and Home Affairs of the European Commission and FRONTEX. ERRIN aims to implement activities that support, facilitate, and improve national return practices. The scope of ERRIN includes voluntary as well as non-voluntary returns, providing both post-return reintegration support and pre-departure activities. The programme is currently operating in 34 countries, offering a wide range of services for returnees and implementing innovative projects that aim at improving joint European reintegration practices.

FUNCTION (Task Identity):

The Associate Project Officer supports the implementation of project activities set-up in the framework of the ERRIN/ ICMPD project on the Capacity development of the Migration Service of the Republic of Armenia. S/he contributes to organisation of project activities and administration of project inputs according to the approved project documentation, work plans and budgets, and in line with ICMPD's rules and business processes.

The Associate Project Officer supports coordination of activities with partners, beneficiaries and other stakeholders as well as the organisation and monitoring of the work progress of project consultants and contractors, s/he collects inputs and follows up on deliverables.

The Associate Project Officer contributes to the formulation of substantive project outputs and content and to the implementation of project communications activities. S/he prepares inputs to drafts of new initiatives and donor and other substantive reports.

The Associate Project Officer works under the supervision of the Head of the ICMPD Office in Armenia and in close collaboration with other members of the project team, the Migration Service of Armenia, and the ERRIN team. S/he collaborates with project assistant(s) for implementation of administrative activities.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Implementation of project activities:

- Contribute to the timely accomplishment of project outputs in the assigned field of work by organising, coordinating and implementing project activities.
- Carry-out day-to-day planning and the follow-up with partners and stakeholders on implementation of project activities, in close cooperation with the Migration Service of Armenia.
- Support mobilisation of experts, goods and services, capacity building including preparation of inputs to Terms of References and specifications and follow up on recruitment and contracting process.
- Support coordination of experts, consultants and contractors' work. Follow up on processes and work deliverables.
- Contribute to preparation of substantive inputs to project events such as speeches and presentations and provide support to the organisation of events, meetings, workshops and other activities.

¹ This project profile is classified at LP-1.

- Contribute to the conducting of mappings of relevant stakeholders in the area of reintegration, and the design of operational work and referral flows with relevant stakeholders
- Support the organisation and reporting of Steering Committees, and Consultation and Coordination meetings with relevant stakeholders in the area of reintegration Support the training and capacity development of staff of the Migration Service of Armenia in providing counselling and reintegration services to returnees
- Contribute to the elaboration of a handbook for the Migration Service of Armenia on the delivery of reintegration services to returnees
- Update the case management system and the overall content of “Tundarc” website in cooperation with the Migration Service of Armenia, analyze and export data for anonymous statistic purposes and/or reporting.
- Contribute to the project reporting in compliance with ICMPD/donor requirements.
- Draft inputs to project correspondence.
- Perform any other duties as required.

2. Project administration and compliance:

- Implement administrative activities and processes in accordance with ICMPD and the Duth AMIF rules and established business processes.
- Support management of expert and procurement contracts. Confirm receipt of services and initiate payments according to agreed payments schedule.
- Maintain project documentation electronically and on physical file.

3. Project content:

- Support the formulation of analytical and substantive project inputs. Compile information and documentation and draft inputs.
- Prepare inputs to briefs, background papers, presentations, speeches.
- Conduct desk research, collect and analyse information and prepare documents.
- Edit and proof-read documents.
- Compile materials and inputs for communications activities.
- Support in the dissemination of project content through various channels.
- Update project contacts database.
- Provide inputs to new project proposals, work plans and budgets.

KEY RESULTS (as per Job Component):

- Project activities in the area of work assigned organised and implemented according to project’s work plan.
- Timely and qualitative contributions made to production of project outputs.
- Timely and qualitative contributions to production of project content delivered in the assigned area of work.
- Timely support provided to coordination of project implementation with project partners, beneficiaries, and other stakeholders.

INCUMBENT PROFILE:

- A minimum of 1 year of position-relevant work experience in implementation of projects in the field of migration.
- Substantive knowledge of migration issues.
- Strong skills in MS applications.
- Professional training in project cycle management is an asset.
- Good analytical and drafting skills.

- Good organisational skills.
- Willingness to travel.

CORPORATE QUALIFICATIONS:

- Experience in an international context.
- Proficiency in (verbal/written) English, Armenian; proficiency in Russian, is an asset.
- Master's degree related to the area of work.