

ICMPD Job Profile

ASSOCIATE PROJECT OFFICER¹ - Libya's Migration Technical Assistance Facility (LIBMITAF)

ORGANISATIONAL SETTING:

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 17 Member States and over 60 projects active throughout Europe, Africa, Asia and Latin America, ICMPD is a growing and ever-more relevant presence in its field. The organisation's greatest assets are its 200+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

The *Libya's Migration Technical Assistance Facility (LIBMITAF)* project seeks to build on the achievements that have been accomplished in the context of the "*Strategic and Institutional Management of Migration in Libya*" project, which has been implemented since September 2016.

The overall objective of *Libya's Migration Technical Assistance Facility* is to strengthen national mechanisms for addressing regular and irregular migration. It will work on the following four long-term angles to contribute to a rights-based migration governance system in Libya: Support to the Libyan authorities in strengthening the legislative framework on migration; Facilitation for Libyan delegations' active participation in international and regional migration dialogues; Support to the Libyan authorities in their efforts to engage Libyans living abroad and support to the Libyan Civil society organisations (CSOs) working on migration in reinforcing their work and role.

FUNCTION (Task Identity):

The Associate Project Officer supports the implementation of project activities. 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.

Under the overall guidance of the Libya Projects Coordinator, the Associate Project Officer works under the supervision of the Migration Governance Component Lead and in close collaboration with other members of the project team. S/he collaborates with project assistants for implementation of administrative activities.

¹ This project profile is classified at LP1.

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.
- Support day-to-day planning and the follow-up with partners and stakeholders on implementation of project activities.
- Support mobilisation of experts, goods and services, capacity building and grants schemes, 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.
- Draft inputs to project correspondence
- Prepare informal translations from/to Arabic to/from English.

2. Project administration and compliance:

- Implement administrative activities and processes in accordance with ICMPD 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.
- Prepare inputs for reporting purposes.
- 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 and/or institutional issues.
- Substantive knowledge of the Libyan context.
- Work experience in the international context, working with partners, including donors (preferably EU), national stakeholders and international organisations is an asset;
- Strong skills in MS applications. Experience with SAP is an asset.
- Professional training in project cycle management is an asset.
- Good analytical and drafting skills.
- Good organisational skills.
- Willingness to travel.

CORPORATE QUALIFICATIONS:

- Experience in international context.
- Excellent (verbal/written) English and Arabic, proficiency in French is an asset.
- Master's degree related to the area of work.