

## ICMPD Job Profile

### ASSOCIATE PROJECT OFFICER<sup>1</sup> Mobility Partnership Facility

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**ORGANISATIONAL SETTING:** The Mobility Partnership Facility (MPF) is an EU-funded initiative launched in 2016 to contribute to the operationalisation of the EU's Global Approach to Migration and Mobility (GAMM). The MPF has aimed to strengthen the European Union (EU) dialogue and cooperation on migration and mobility issues with its main partner countries in line with the Union's evolving policy priorities.

Through its Call for Proposals, the MPF was able to fund 21 Actions involving 15 European Member States (EU MS), 8 Mobility Partnership (MP) countries and 2 countries that have signed a Common Agenda on Migration and Mobility (CAMP). Based on the success of the first phase, the project has broadened its scope in 2018 with four Pilot Projects on Legal Migration supporting innovative partnerships between Lithuania and Nigeria, Belgium and Morocco, France and Egypt, Morocco, and Tunisia, as well as Spain and Morocco.

In January 2020, the MPF entered its third phase and has continued to position itself as a bridge-builder between EU MS and partner countries and work in relation to the evolving challenges and opportunities of EU policymaking in the area of migration. This includes support to realising the goals of EU's *"New Pact on Migration and Asylum"*, which makes specific reference to legal migration as a priority.

#### **FUNCTION (Task Identity):**

The Associate Project Officer supports the implementation of project activities in relation to the work linked to MPF's Strand D: Support to the implementation of labour migration projects and interventions aligned to the new Talent Partnerships. 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 – all in relation to the MPF's work on labour mobility and migration and coordination of knowledge management in this thematic area.

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.

S/he further provides support to events organisation, research or administrative systems as necessary, and collects, compiles and organises inputs to meetings, project reports, presentations, and communication materials.

The Associate Project Officer works under the supervision of the Senior Project Manager and in close collaboration with other members of the project team. S/he collaborates with the project assistant and project officers working on grantmaking.

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<sup>1</sup> This project profile is classified at LP-1.

## **TASKS AND RESPONSIBILITIES (per Job Component):**

### 1. Implementation of project activities:

- Contribute to the timely accomplishment of project outputs in relation to labour migration 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.

### 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:

- Monitors developments at national and international level in relation to the EU's external dimension of migration, with particular focus on legal migration and processes in the area of labour mobility and related policies.
- Attend and report on events relevant to the MPF's work and mandate.
- 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.

## **KEY RESULTS (as per Job Component):**

- Project activities on labour migration 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 working in the field of migration and/or international development policies.
- Demonstrated substantive knowledge of labour migration issues – including in relation to EU-funded pilot projects on legal migration.
- Excellent analytical and drafting skills.
- Strong skills in MS applications. Experience with SAP is an asset.
- Good organisational skills.
- Willingness to travel.

**CORPORATE QUALIFICATIONS:**

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