

ICMPD Job Profile

PROJECT OFFICER¹ - (INSPIRE)

ORGANISATIONAL SETTING:

The Incubating Skills Partnerships beneficial to Migrants, Countries of Origin and Destination (INSPIRE) project is an initiative funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), and implemented by the International Centre for Migration Policy Development (ICMPD), for the period of December 2021 – November 2023. The project aims to contribute to the development of skills and employment opportunities in targeted digital and green industries of partner and EU countries through migration and mobility-based skills partnerships that benefit migrants, countries of origin and destination. To achieve this objective, the project will:

- Map labour mobility and skills development needs in the focus regions with high potentials for skills matching through public-private partnerships with EU countries;
- Consult with relevant actors on how to match their skills needs, mediating discussions and building partnerships;
- Support public-private actors in the design of specific and replicable models for migration and mobility-based skills partnerships.

One of the expected results of the project is to deliver feasible, implementation-ready and partner-endorsed skills partnership models in targeted digital and green industries beneficial to migrants, countries of origin and destination (partner and EU countries).

FUNCTION (Task Identity):

The Project Officer is responsible for the implementation and coordination of assigned project activities. S/he supports planning of project activities and coordinates implementation in collaboration with project stakeholders, beneficiaries, experts and partners.

The Project Officer administers project inputs according to the approved project documentation, work plans and budgets and in line with ICMPD's rules and business processes as well as partner and donor agreements. S/he is responsible for a timely achievement of high-quality project outputs within the assigned area of work, and for sharing project outputs and knowledge internally and externally when required.

The Project Officer plans, organises and supervises the work of experts and contractors ensuring high quality and timeliness of their outputs. S/he conceptualises, prepares substantive project outputs, produces project content, and continuously assesses achieved results for quality and impact. The Project Officer contributes to or leads the development of new activities and formulates related documentation in the form of drafts concepts, briefing notes or proposals. S/he participates in project communications activities preparing content and inputs. S/he independently drafts mission reports, meeting reports and other substantive reports for the attention of donors and partners.

¹ This project profile is classified at IP2

The Project Officer works under the supervision of the Project Manager, and in close collaboration with other project team members, particularly the project assistant, ICMPD staff across the Organisation, and project experts. S/he cultivates contacts with the project stakeholders and partners at the working level.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Planning and implementation of activities:

- Plan and organise activities in the assigned area of work in line with the project's work plan ensuring the timely accomplishment of work outputs.
- Identify bottlenecks, propose solutions/corrective action when required, and take action to implement.
- Analyse and synthesise information for the implementation of project activities. Coordinate tasks with partners in the assigned area of work.
- Initiate and follow up on the mobilisation of experts, goods and services. Prepare inputs to Terms of References and specifications.
- Coordinate work of experts, consultants and contractors ensuring that content and outputs are produced timely, according to the project work plan and ICMPD's quality standards.
- Organise project events, meetings, workshops and other activities in line with project's work plan in the assigned area of work. Draft agenda, identify participants and resource persons.
- Prepare background materials for project events such meeting folders and inputs to speeches and presentations.
- Contribute to development of the project's communications and visibility plan. Prepare and coordinate preparation of inputs to its implementation.
- Draft project correspondence.
- Update project contacts database.
- Maintain up-to-date project information including in ICMPD project management tool.
- Keep project assistant informed about the project implementation progress.

2. Project administration and compliance:

- Regularly monitor expenditures and disbursements for the assigned area of work to ensure that budget allocations are not exceeded. Take corrective action as required.
- Initiate and follow-up on recruitment processes of consultants according to ICMPD's consultant management procedures.
- Initiate and follow-up on procurement processes according to ICMPD's procurement rules.
- Support management of consultant and procurement contracts. Confirm receipt of services and initiate payments according to agreed payments schedule. Ensure preparation of timesheets for project consultants. Evaluate the performance of consultants according to consultant's performance management system.
- Maintain project documentation electronically and on physical file.

3. Project content, reporting and contribution to project development:

- Review, comment upon and revise work outputs of consultants and contractors.
- Prepare inputs to project reports, presentations, briefs.
- Contribute to production of project content by:
 - Compiling data, information and undertaking desk studies.
 - Drafting documents and inputs to documents according to ICMPD's quality standards.
 - Disseminating findings.
- Contribute to review and assessment of project results by identifying and recording best practices/lessons learned.
- Contribute to development and formulation of inputs to new project concepts, proposals, work plans and budgets as requested.

KEY RESULTS (as per Job Component):

- Project activities in the assigned area of work organised and implemented according to work plan.
- Project inputs administered according to ICMPD's rules and processes, and donor requirements.
- Project outputs related to area of work delivered in a timely and qualitative manner.
- Risks or problems related to implementation identified and mitigated.
- Processes with external stakeholders, partners, consultants and contractors managed promptly.
- Deliverables of project consultants and contractors monitored and controlled.
- Financial expenditures on activities level controlled and maintained within the budgetary limits.
- Project achievements assessed and lessons learned generated.
- Project implementation and results communicated within ICMPD, as well as to project partners, beneficiaries, and other stakeholders so as to contribute to knowledge production

INCUMBENT PROFILE:

- A minimum of 3 years of position-relevant work experience in the field of migration.
- Substantive knowledge of labour migration issues and/or public-private partnerships, skills development
- Solid analytical, drafting and organisational skills.
- Excellent communication and interpersonal skills, adaptability and flexibility.
- Experience in stakeholder relations management.
- Experience in management of experts.
- Professional training in project cycle management is an asset.
- Proficiency in mainstream Microsoft applications, particularly Excel, Word, PowerPoint, including different presentation tools.
- Knowledge and experience of work with Prezi, is an asset. Experience with SAP, is an asset.

CORPORATE QUALIFICATIONS:

- Experience in an international context.
- Proficiency in (verbal/written) English and French.
- Master's degree related to the area of work.