

ICMPD Job Profile

PROGRAMME ASSISTANT - MPF¹ - RMU Brussels Mission

ORGANISATIONAL SETTING:

The Programme Assistant is part of the Pool of Assistants of the Resources Management Unit (RMU) of the ICMPD Brussels Mission. The Resources Management Unit (RMU) is responsible for the planning, staffing, budgeting, grants and financial reporting of Brussels-based projects/programmes and in other regions, as assigned, as well as cost monitoring and administrative control. The RMU provides the necessary services to the different projects including the Migration Partnership Facility (MPF).

The MPF is an EU-funded initiative contributing to the Global Approach to Migration and Mobility (GAMM). The MPF aims to strengthen the European Union (EU) dialogue and cooperation on migration and mobility issues with its main partner countries in this area.

Launched in January 2016 and through its Call for Proposals, the MPF was able to fund 21 Actions involving 15 European Member States (EU MS), 8 Mobility Partnerships (MP) countries and 2 countries that have signed a Common Agenda on Migration and Mobility (CAMM). 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 in its third phase and will continue to position itself as a bridge-builder between EU MS and partner countries.

FUNCTION (Task Identity):

Within the assigned authority, the Programme Assistant will be responsible for supporting the planning and implementation activities/processes for the Unit's programme/project initiatives and administer the relevant project activities of Brussels-based projects in the areas of staffing (human resources), grants, procurement and travel.

S/he researches, compiles, analyses, summarizes, and presents basic information/data on specific programmes/project and related topics.

S/he coordinates and provides guidance to Projects Assistants related to project implementation, ensuring a time-efficient achievement of activities.

The Programme Assistant reports to the Resources Management Officer(s) (RMO), with the overall guidance by the Head of the RMU.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Support to RMU Administration and Workflows:

- Provide support in resources management practises of the ICMPD Brussels mission, acting as a link with all projects in the Brussels portfolio. Assist in the identification of eventual challenges in workflows and processes. Provide timely reporting of such challenges and suggest appropriate innovative solutions. Contribute to the continuous learning of new processes within the RMU team and to its adaptation to new tools.

¹ This project profile is classified at S2

- Support project implementation in terms of related processes in SAP and other applications (such as the in-house applications, SharePoint) including those related to monitoring of budget implementation, funds commitments, evaluation and contracting of grants, as well as supporting the preparation of project progress reports.
- Assist in the monitoring and evaluation of programmes/projects; update, track and analyse data related to programmes/projects, e.g. outputs, resources utilized, deviations/revisions, etc.; review expenditures and obligations, ensure the correct allocation of costs, verify availability of funds; ensure necessary approval and entry in SAP.

2. Support to RMU Project/Programme Implementation Activities:

- Serve as focal point for administrative coordination of programme/project implementation activities, involving liaison with diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions as per existing rules and procedures, e.g. recruitment and appointments, travel arrangements, processing of payments, procurement of equipment and services, etc.
- Administer the low value procurement of goods and services in accordance with existing procurement rules and regulations; independently prepare and track low value procurement processes; assist in the preparation of necessary documents for other official procurement processes. Ensure that proper contracts' administration and monitoring tools are in place and well used by the Project Assistants.
- Assist in the recruitment process and monitoring of contracts and payments with regard to project related personnel in accordance with existing recruitment rules and procedures;
- Support programme/project implementation in terms of logistics;
- Coordinate the work of the Project Assistants, ensure proper planning and monitoring within the Project Assistants' team and provide guidance to existing staff and training to new/new junior staff.
- Maintain productive working relations with other Units in ICMPD such as HRM, ICT, and CFM (namely Human Resources, IT and Finance) by proactively sharing information and responding to information requests.

KEY RESULTS (as per Job Component):

- All administrative processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, programming and budgeting implemented timely and efficiently.
- Administrative steps in the procurement, recruitment, and travel processes implemented timely and in line with ICMPD rules and procedures.
- Payments implemented correctly and timely through SAP.
- Administrative and logistical support activities implemented promptly, accurately and efficiently;
- Project administrative activities supported by efficient and timely implementation of logistical support to project events, meetings and workshops ;
- Formulation supported by timely and correct preparation of supporting documents;
- Administrative coordination ensured of the Project Assistants and between various ICMPD Units and teams.

INCUMBENT PROFILE:

- A minimum of 4 years' of experience in administrative support in an international organisation context;
- Experience in the organisation and administrative support of project and programme implementation (including human resources, budgeting, reporting, procurement and grants) at the international level;
- Knowledge of ERP systems – knowledge of SAP is an asset;
- Good organisational skills with attention to detail and accuracy;
- Experience in managing conflicting priorities and working with tight deadlines;
- Strong sense of team work and interpersonal skills;
- Adaptability and flexibility;
- Excellent command of standard MS-office software.

CORPORATE QUALIFICATIONS:

- Experience in implementation of international projects;
- Proficiency in (verbal/written) English, proficiency in an additional major EU language (in particular French) is an asset;
- Bachelor's degree in related field such as business administration, financial management.