

# ICMPD Job Profile

## Administrative Officer

### Regional Office for the Mediterranean (RO-MED)<sup>1</sup>

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

Under the supervision of the Regional Resource Manager (RRM), the Administrative Officer (AO-RO), as part of the administrative support activities in the Regional Office (RO-MED), manages the day-to-day administrative functions (e.g. budgetary, financial, human resources including procurement and logistics, shared services (ICT and security) in accordance with ICMPD rules and procedures. Under the supervision of the RRM and in consultation with relevant Headquarter (HQ) Units, s/he provides advice to project teams, and takes routine decisions on the administrative processes based on clearly established authority and corporate guidelines.

S/he acts as the ICMPD Office Manager for the RO-MED and provides support to the opening, maintenance and closing of Field Offices in the region.

Reporting to the RRM and serving as the internal security focal point for the RO-MED, s/he ensures implementation of safety and security management measures for premises, vehicles, operations and safety of employees, in alignment with ICMPD's Security Policy and Procedures.

The AO-RO works collaboratively with the project teams and coordinates work planning and administrative activities with the Portfolio Managers, Senior Project Managers (SPjMs) and Project Managers (PjMs), ensuring effective and timely delivery of administrative and shared services.

The AO-RO is based in the ICMPD Regional Office in Floriana, Malta.

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

##### 1. Administration of shared services and infrastructure in the RO:

- In close collaboration with the RRM, formulate the shared services budget for the RO-MED and Field Offices. Monitor expenditure, ensuring that budget limits are adhered to;
- Organise and manage the RO-MED premises and the establishment of an asset management system for the RO-MED;
- As applicable, search and propose suitable premises in locations conducive for efficient operations. Negotiate lease agreements with the objective of ensuring best possible conditions and costs for ICMPD. Coordinate with the landlord on maintenance and repairs according to the relevant lease agreement(s). Coordinate access to reliable services (e.g. water, electricity, heating). Organise cleaning, negotiate cleaning contracts (if outsourced to a company) and supervise cleaning personnel;
- Organise and coordinate logistics support. Procure insurances for premises, equipment and office vehicles according to the ICMPD insurance policy, ensuring that insurances provide relevant cover and conditions. Identify and initiate procurement of local travel services, as applicable;
- In cooperation with the local ICT Officer, identify and select local providers for ICT services, maintenance and support. Organise and procure ICT equipment for use by local and international ICMPD employees;

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<sup>1</sup> This job profile is classified at IP2.

- Reporting to the RRM, coordinate the implementation of safety and security measures for all office premises, including preparing emergency plans and procedures and vehicle security. Coordinate initial induction and ongoing guidance to employees about applicable security and safety policies and procedures. Ensure adherence of office installations to local safety regulations. Collect and report to the RRM with information on any security and safety incidents. Support the implementation of training and evacuation exercises;
- Identify needs and procure items for shared supplies such as furniture, office supplies, cleaning materials, etc. Maintain vendor lists and supplier evaluations;
- Act as the RO-MED focal point for data protection and other internal control issues.

## 2. Support to Field Office Opening, Maintenance and Closure:

- In close collaboration with the relevant HQ Units, and in consultation with the RRM, support the opening, maintenance and closure of Field Offices in line with established procedures;
- Provide support to the registration of new offices in the respective country.
- Provide administrative support to bringing the newly opened Field Office(s) to full operational capacity, such as identification of suitable office space and/or premises, concluding the lease agreement, and coordinating a security and safety assessment of the office space/premises;
- Support the RRM in the recruitment of the administrative support employees for the respective Field Offices, etc.;
- Support project teams in the Field Offices, ensuring proper closure of the respective office(s) as applicable;
- Ensure information exchange with administrative support employees in the Field Offices on matters related to efficient office management and provision of administrative support services to local project teams.

## 3. Support to administrative processes:

The administrative processes are implemented in coordination with the ICMPD HQ functional unit responsible.

### Human resource management (HRM) processes:

- Participate in project staff planning and remain informed about implementation forecasts to plan and sequence required administrative support;
- Provide general guidance and support to project teams on the recruitment and appointment, as well as retention and contract termination, and retention of international and local employees; administer staff entitlements and claims in line with ICMPD HR policies and rules, as well as donor conditions;
- In coordination and consultation with HRM, post vacancy announcements upon clearance by HRM, organise interviews and coordinate related processes, including correctness of contractual arrangements with national legislation and/or Seat Agreements as applicable;
- Systematically check supporting documents for correctness and compliance with ICMPD rules;
- Coordinate pre-boarding/on-boarding of new employees, prepare Note Verbales for visa processing where required and issue employment certificates;
- Establish working relationships with the respective Ministry of Foreign Affairs and other authorities to facilitate working and on-boarding requirements for ICMPD international employees;
- Act as a focal point for employees on the HRM PeopleNet corporate tool.

### Procurement processes:

- Identify regional needs in framework contracts and support the Procurement and Grants Unit (PGU) Procurement Officer and/or Head of PGU in conducting the tender procedure for framework contract(s).

#### 4. Coordination of a pool of Programme/Project Assistants (PoA):

- Coordinate the work of the pool of Programme/Project Assistants by allocating tasks, supervising task completion and coordinating work processes. Ensure equitable distribution of tasks;
- Ensure effective and transparent management and communication processes within the pool of Programme/Project Assistants. Keep the team abreast of developments relating to ICMPD;
- Provide input to the performance evaluation of Programme/Project Assistants according to ICMPD's performance management system. Report on team performance to the relevant supervisor;
- Support the development of administration experience and knowledge in the PoA.

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

- ICMPD business processes initiated and implemented in procurement, recruitment of project employees and experts in adherence with ICMPD rules and procedures;
- Shared services planned and delivered in a cost-efficient and client-oriented manner according to ICMPD rules and procedures;
- Local and field office space and premises managed efficiently;
- Payments and financial reporting conducted timely and accurately as applicable;
- Human resource processes completed in a timely and confidential manner;
- Logistics support to projects implemented in a timely and cost-effective manner;
- Living and working arrangements for international employees facilitated by support with visa and housing arrangements;
- Local and field office ICT arrangements implemented timely and effectively;
- ICMPD's security and safety measures are rigorously implemented and security information is promptly escalated;
- Guidance provided to RO-MED employees on security policies and procedures.

#### **INCUMBENT PROFILE:**

- Minimum of 3 years of position-specific experience in operations and administrative management at international level;
- Experience in human resources, procurement and financial management;
- Experience in office management, and safety and security measures;
- Experience in working with local authorities and businesses;
- Solid analytical, drafting and organisational skills.

#### **CORPORATE QUALIFICATIONS:**

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