

ICMPD Job Profile

PROJECT ASSISTANT¹ - EU IBM Lebanon Phase 3

FUNCTION (Task Identity):

The Project Assistant supports implementation of activities of the project **“Strengthening Capability for Integrated Border Management in Lebanon (EU IBM Lebanon – Phase 3)”**.

The Project Assistant prepares administrative documents and correspondence. S/he implements processes in support of recruitment and procurement actions in line with ICMPD rules and procedures and administers contracts. S/he processes payments and maintains project’s filing system.

The Project Assistant provides informal language assistance to the project team and implements administrative processes and support functions in project. S/he organises project events and meetings being responsible for the management and implementation of the logistical arrangements and follow up. S/he compiles and prepares inputs to meetings, project reports, presentations and communication materials.

The Project Assistant works under the supervision of the Project Manager ensuring a smooth and timely delivery of project activities and administrative field office tasks and collaboratively with all members of the Project Team.

TASKS AND RESPONSIBILITIES:

1. Support to project administration:

- Support the Project Manager and the Long Term Expert(s) with the daily project operations;
- Provide informal translation of written project related documents (presentations, training material, publications, correspondences, strategies, action plans, factsheets etc.) ;
- Provide informal language support to various face-to-face as well as virtual project meetings, workshops, seminars, training sessions etc. from English into Arabic and vice versa;
- Assist in implementation of project activities in accordance with the work plan;
- Prepare administrative documents, collect and compile inputs to documents;
- Draft routine correspondence to experts, project counterparts and service providers in both English and Arabic;
- Assist in processes for recruitment of project staff and experts;
- Assist in procurement processes for conference/seminar services or other procurement actions foreseen in projects;
- Administer contracts with service providers, interpreters and experts;
- Collect, compile and organise background materials, documents and other materials for meetings;
- Compile project reports;

2. Support to project activities:

- Prepare inputs to reports, summaries, graphs and inputs to presentations in support to various project activities;

¹ This project profile is classified at LS1.

- Provide support to the organisation of workshops and meetings being responsible for visa arrangements, flight bookings, meeting facilities and accommodation, social programme, catering, participant lists, DSA calculations;
- Support the project team in preparing and providing backstopping during missions;
- Maintain the project filing system;
- Support implementation of project-related communication activities;
- Prepare minutes and summaries of actions to be taken.

3. Support to project formulation:

- Collect, compile and organise inputs to formulation of project proposal and documents for new projects.

KEY RESULTS (as per Job Component):

- Administrative, language and logistical support activities implemented promptly, accurately and efficiently;
- Project implementation supported by efficient and timely support to organisation of activities;
- Project filing system maintained;
- Working relationship with service providers and experts handled efficiently and in a professional manner.

INCUMBENT PROFILE:

- Minimum of 2 years work experience in a similar capacity, preferably in the international organisation
- Good organisational skills with attention to detail and accuracy
- Experience in the organization of events and meetings
- Strong oral and written communication skills
- Strong team work and interpersonal skills
- Excellent command of standard MS-office software

CORPORATE QUALIFICATIONS:

- Experience in international projects.
- Proficiency in (verbal/written) English and Arabic, proficiency in French language is an asset
- Bachelor's degree in language, social science, law, international relations, or any other field of relevance.