

## ICMPD **Generic Job Profile**

### PROJECT OFFICER<sup>1</sup>

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#### **Organizational Setting**

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 19 Member States and over 70 projects active throughout Europe, Africa, Asia and Latin America, ICMPD is a growing and ever-more relevant presence in its field. The organisation's greatest assets are its 450 + staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

The Project Officer will work for the Return and Reintegration Facility (RRF). The RRF is an initiative facilitating the continued development and implementation of cooperation amongst and between Members States and countries of return within the area of return and reintegration.

RRF being the successor of the ERRIN programme, it will ensure maximum continuity of governance, organisation and available capacity, both to proceed with the ERRIN Heritage activities and to advance and carry out innovative activities.

Underlying the RRF is solid knowledge management, which builds and maintains a strong Monitoring and Evaluation strategy to capitalise on all practical and operational experience gathered through implemented activities.

#### **Main Purpose**

Under the supervision and guidance of the Project Manager and in close collaboration with project team members, the Project Officer provides support to the planning of project activities and for their effective implementation and coordination. S/he collaborates with project stakeholders, experts, consultants and partners to ensure the achievement of the overall project targets and results, in line with ICMPD's strategy, rules, business processes, quality standards and in accordance with assigned work plans and budgets. S/he contributes to substantive project content and prepares inputs to donor and other substantive reports.

#### **Role**

As an active member of project, country and/or regional teams, the Project Officer provides quality professional input to the implementation and coordination of project(s) and to the establishment of effective working relationships with project stakeholders and partners at the working level. S/he effectively utilises project management tools and related mechanisms, assesses project results and formulates inputs to the development of new initiatives. S/he actively provides support to knowledge management resource mobilisation activities.

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

## Functions / Key Results Expected

- With an understanding of the political, social and economic environment of assigned project(s) and in collaboration with internal and external project stakeholders, partners, and experts, ensure that the project(s) expected results are achieved.
- Plan and organise assigned project activities in line with the project(s)' work plan to ensure timely implementation.
- Initiate mobilisation of experts, consultants and contractors, goods and services, capacity building and grants schemes. Prepare inputs to Terms of References and specifications.
- Support the management of consultant and procurement contracts, regularly monitoring expenditures and disbursements for the assigned project(s) to ensure that budget allocations are not exceeded. Take corrective action as required.
- Contribute to substantive project content and prepare inputs to donor and other substantive reports.
- Organise project events, meetings, workshops and other activities in line with project's work plan in the assigned area of work, identifying participants and resource persons.
- Develop and maintain networks and partnerships to increase awareness of ICMPD's mission and contribute to resource mobilization activities.
- Contribute to the review and assessment of project results by identifying and recording best practices and lessons learned.
- Initiate knowledge gathering and knowledge building through the project activities.
- Contribute to the development new project concepts and proposals, as requested.
- Contribute to the development and maintenance of the project's external communications.

## Required Expertise

- Effective implementation of projects in an international context in the field of migration.
- Capability to promote capacity-building measures in project design and implementation.
- Ability to integrate new approaches and innovations and ensure the cost-effective use of project funds.
- Capability to successfully build strategic networks and partnerships.
- Team building

## Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of five years of experience in the development and management of projects in the field of migration at the international level.
- Proficiency in (verbal/written) English; proficiency in a major EU language, is an asset.