

ICMPD Job Profile

ASSOCIATE PROJECT OFFICER¹

Organizational Setting

Funded by the Swiss State Secretariat for Migration (SEM), the *Swiss Support to Integrated Border Management in Lebanon (Phase 3) project* supports in enhancing the capacities of the Lebanese security agencies in implementing a rights-based approach to border and migration management, contributing to national stability and social cohesion.

Main Purpose

Under the supervision and guidance of the Project Manager, the Associate Project Officer provides support to the planning of project activities and to their effective implementation and coordination. S/he maintains an overview of the implementation of activities with project stakeholders, experts, consultants and partners to effectively monitor project implementation vis-à-vis 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.

Role

As an active member of project, country and/or regional teams, the Associate Project Officer provides quality professional input to the overview, coordination and monitoring of the project(s) cycle and to the establishment of effective working relationships with project stakeholders and partners at the working level.

Functions / Key Results Expected

- In support of the project activities and their timely implementation, maintain an overview of the project activities, identify potential bottlenecks and follow up with relevant stakeholders.
- Support the mobilisation of experts, consultants and contractors, goods and services, capacity building and grants schemes by preparing draft inputs for respective Terms of Reference and specifications.
- Maintain an overview of expenditures and disbursements for the assigned project(s), flagging any potential increase to budget allocation.
- Maintain an overview of consultant contracts, procurement contracts and grants schemes.
- Contribute to substantive project content and assist with the preparation of inputs to donor and other substantive reports, and assist with the preparation of the content of presentations, as required.
- Organise project events, meetings, workshops and other activities in line with project's work plan in the assigned area of work.

¹ This project profile is classified at LP1.

- Contribute to the external communication and visibility plan of the project.
- Support the review and assessment of project results and project development activities.

Required Expertise

- Ability to provide effective support to the implementation of project activities, in an international context, in the field of migration.
- Capability to establish good working relations with project partners, beneficiaries, and other stakeholders to ensure effective coordination in the assigned area of work.
- Timely and qualitative support provided to the overview and monitoring of project implementation, expert and procurement contracts and grant schemes.
- Excellent drafting skills in both English and Arabic.

Qualifications, Experience and Language Skills

- Bachelor's Degree related to the area of work.
- Minimum of 2 years of experience in project management in the field of migration at the international level, or similar.
- Proficiency in (verbal/written) English and Arabic is necessary.
- Proficiency in use of standard IT tools.