

ICMPD Job Profile

PROJECT SPECIALIST - BORDER MANAGEMENT

ORGANISATIONAL SETTING

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 18 Member States and over 60 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 400+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

FUNCTION (Task Identity):

The Project Specialist- Border Management is a specialized technical role in the area of integrated border management, responsible for the support to implementation of activities within a project or project components and for the provision of specialized substantive expertise within the project.

The Project Specialist- Border Management plans and organizes support to project activities in the assigned area of work ensuring that the activities are managed according to the approved project documentation work plans and budgets, and in line with ICMPD's rules and business processes as well as partner and donor agreements. S/he is responsible for a timely achievement of high-quality outputs within the assigned area of work.

The Project Specialist- Border Management works under the supervision of the Head of Border Management Security (BMS) and under the disciplinary supervision of the Head of Office (HoO).

The Project Specialist- Border Management works in coordination with the Senior Border Management and Security Advisor of the BMS Programme, Project Managers and Component Leaders.

The Project Specialist- Border Management's assignment will be undertaken in Tunisia, with regular visits to Libya, to ensure consistent communication with the respective beneficiaries.

KEY TASKS AND RESPONSIBILITIES (per Job Component):

1. Planning and implementation of activities:

- Within the technical role and assigned area of work, plan and organise activities according to project's work plan ensuring the timely accomplishment of project outputs
- Initiate and implement corrective action when required, in coordination with the Head of BMS, Senior BMS Advisor and Project Manager.
- Under the guidance of the Head of BMS, coordinate the implementation of activities with project manager, the Senior BMS Advisor, project stakeholders and partners ensuring that activities are carried out according to agreed work plan and other agreements. Actively guide project partners on project implementation.
- Support the Head of BMS in monitoring the substance of the project and in the formulation of capacity building activities related to the project in coordination with project manager and Senior BMS Advisor.
- Support the Project Managers, Component Leads and the Head of Office in advising on the substance of the project and its progress, as well as proposing corrective measures related to the project implementation.

- Support the Project Manager to design and formulate content and scope for meetings, workshops and other activities, identify participants and resource persons.
- Support the Project Manager to monitor and assess progress of project activities through missions, reviews and assessments.
- Support the Project Manager to ensure quality control of all technical content.

2. Project administration and compliance:

- In consultation with the Head of BMS, Senior BMS Advisor and the Project Manager, ensure that project activities within the assigned area are implemented in an efficient and cost-effective manner in line with the project work plans.
- Monitor compliance with ICMPD's policies and procedures within the area of responsibility.
- Identify the technical specifications of equipment, in line with the needs identified and in accordance with ICMPD and donor rules.
- Provide support to the Project Manager and Component lead with regard to any budget revisions as relates to the assigned area of work to adjust budget to changes in project work plan and allocate savings.
- Ensure maintenance of project-related documentation electronically and on physical file.

3. Substantive contributions and provision of technical expertise:

- Provide, under the guidance of the Head of BMS and in coordination with the Senior BMS Advisor and Project Manager, technical and expert support to the Project beneficiaries, ensuring that project activities are carried out according to agreed work plans and conform to contractual reporting requirements.

KEY RESULTS (as per Job Component):

- High-quality technical outputs provided to the project and deliverables related to area of work delivered in a timely and qualitative manner.
- Technical and expert support effectively provided to project inputs administered according to ICMPD's rules and processes and donor requirements.
- Substantive technical and expert output and content defined, formulated and produced according to highest analytical and professional standards.
- Training materials for project beneficiaries, including training curricula and training plans for border management effectively delivered.
- Achievements assessed and lessons learned generated in consultation with the Head of BMS, the Senior BMS Advisor and the Project Manager.
- Qualitative and timely contributions for formulation of project content provided.
- Technical inputs provided for the procurement-related activities.
- Capacity-building and technical assistance activities organised and implemented according to work plan.

INCUMBENT PROFILE:

- At least 5 years of relevant professional experience in law enforcement, including managerial tasks.
- At least 3 years of progressive working experience (direct or indirect) with EU agencies and/or international organizations dealing with border security issues (e.g. Frontex, IOM, OSCE, etc.).
- Knowledge and understanding of migration and border management issues and principles; knowledge of the EU Integrated Border Management concept for external cooperation.
- Experience in the development of national strategies and action plans, preferably in the field of IBM, as well as the planning and implementation of sectoral reform processes.
- Strong skills in report writing, communication and intercultural sensitivity required.
- Proven experience in the provision of training, including Training-of-Trainers (ToT).
- Experience in procurement of Border Management related equipment is an asset.

CORPORATE QUALIFICATIONS:

- Experience in an international context.
- Proficiency in (verbal/written) English and French. Knowledge of Arabic is an asset.
- Master's degree in law, political science, international relations, police academy/law enforcement institution or any other relevant disciplines to the project.