ICMPD Job Profile
PROJECT OFFICER[1]

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 an actively growing organisation in the field of migration. The organisation's greatest assets are its 300+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

ICMPD is inviting all interested candidates to apply for the position of Project Officer who will support implementation of multiple projects active under the Regional Coordination Office for the Silk Routes. The role of the Project Officer will be allocated based on project needs and timeline.

FUNCTION (Task Identity):

The Project Officer is responsible for the implementation and coordination of project activities. S/he supports planning of project activities and coordinates implementation in collaboration with project stakeholders, beneficiaries, experts and partners.

The Project Officer administers project inputs 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 Officer plans, organises and supervises the work of experts and contractors ensuring high quality and timeliness of their outputs. S/he contributes to production of substantive project content and prepares inputs to donor and other substantive reports. The Project Officer contributes to overall planning of the project and participates in project communications activities preparing content and inputs. The Project Officer assesses project results and formulates inputs to the development of new initiatives.

The Project Officer works under the supervision of the Project Manager and in close collaboration with other project team members, particularly the project assistant(s), and project experts. S/he cultivates contacts with the project stakeholders and partners at the working level.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Planning and implementation of activities:

- Plan and organise activities in the assigned area of work in line with the project´s work plan ensuring the timely accomplishment of work outputs.
- Identify bottlenecks. Propose solutions and corrective action when required and take action to implement.
- Analyse and synthetise information for implementation of project activities and coordinate tasks with partners in the assigned area of work.
- Initiate and follow up on mobilisation of experts, goods and services, capacity building and grants schemes. Prepare inputs to Terms of References and specifications.
- Organise consultant selection processes and interview panels.

[1] This project profile is classified at LP2

- Participate in tender evaluations as a member of the evaluation panel.
- Coordinate work of experts, consultants and contractors ensuring that content and outputs are produced timely, according to project work plan and ICMPD´s quality standards.
- Organise project events, meetings, workshops and other activities in line with project's work plan in the assigned area of work. Draft agenda, identify participants and resource persons.
- Prepare background materials for project events such meeting folders and inputs to speeches and presentations.
- Contribute to development of the project's communications and visibility plan. Prepare and coordinate preparation of inputs to its implementation
- Draft project correspondence.
- Update project contacts database.
- Maintain up-to-date project information including in ICMPD project management tool.
- Keep project assistant(s) informed about the project implementation progress.

2. Project administration and compliance:

- Regularly monitor expenditures and disbursements for the assigned area of work to ensure that budget allocations are not exceeded. Take corrective action as required.
- Initiate and follow-up on recruitment processes of consultants according to ICMPD´s consultant management procedures.
- Initiate and follow-up on procurement processes according to ICMPD`s procurement rules.
- Support management of consultant and procurement contracts. Confirm receipt of services and initiate payments according to agreed payments schedule. Ensure preparation of timesheets for project consultants. Evaluate the performance of consultants according to consultant's performance management system.
- Maintain project documentation electronically and on physical file.

3. Project content, reporting and contribution to project development:

- Review, comment upon and revise work outputs of consultants and contractors.
- Prepare inputs to project reports, presentations, briefs.
  Contribute to production of project content by:
  - Compiling data, information and undertaking desk studies.
  - Drafting documents and inputs to documents according to ICMPD´s quality standards.
  - Disseminating findings.
- Contribute to review and assessment of project results by identifying and recording best practices/lessons learned.
- Contribute to development and formulation of inputs to new project concepts, proposals, work plans and budgets as requested.

KEY RESULTS (as per Job Component):

- Project activities in the assigned area of work organised and implemented according to work plan.
- Project inputs administered according to ICMPD´s rules and processes and donor requirements.
- Processes with external stakeholders, partners, consultants and contractors managed promptly.
- Deliverables of project consultants and contractors monitored and controlled.
- Financial expenditures on activities level controlled and maintained within the budgetary limits.
- Qualitative and timely contributions for formulation of project content provided.
- Qualitative contributions made towards assessment of project results and identification of lessons learned.

INCUMBENT PROFILE:

- A minimum of 3 years of position-relevant work experience in the field of the migration.
- Substantive knowledge of migration issues.
- Substantive knowledge of issues related to return and reintegration of migrants.
- Substantive knowhow about current affairs in the country of residence.
- Solid analytical, drafting and organisational skills.
- Good communications and problem-solving skills.
- Experience in networking and stakeholder relations management.
- Supervisory experience in management of experts as required by the position.
- Professional training in project cycle management in an asset
- Strong ICT skills in MS applications. Experience with SAP is an asset.
- Willingness to travel.

CORPORATE QUALIFICATIONS:

- Experience in international context.
- Proficiency in (verbal/written) English, proficiency in a major EU language, Russian, or Arabic is an asset.
- Master´s degree related to the area of work.