

ICMPD Job Profile

TECHNICAL LEAD- Technical Coordination (ENHANCER)¹

Organizational Setting

The ENHANCER (Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration) Project is prepared to provide a comprehensive, innovative and inclusive support with a strategic approach in order to contribute to the socio-economic inclusion of the Syrians under Temporary Protection (SuTPs) to the local host communities (LHC). The overall objective of the Project is to contribute to the socio-economic inclusion of the SuTPs to LHC through improving employment and livelihood opportunities.

Main Purpose

The Technical Lead is a specialised technical role leading 3 sub-teams responsible for; fostering entrepreneurship; development of an ecosystem for business development; supporting policy and strategy enhancement. The Technical Lead will be responsible for the planning and implementation of activities, as well as taking a leading role in supporting the policy and strategy enhancement component within the Enhancer Project components and for the provision of specialised substantive expertise within the project.

Role

Within this technical role and assigned area of work and under the supervision of the Portfolio Manager, the Technical Lead develops and maintains relationships with partners, beneficiaries and other stakeholders and plans, organises and supervises the work of consultants and contractors ensuring high quality and timeliness of outputs. S/he conceptualises, plans, and prepares substantive project outputs and produces project content and prepares donor and other substantive project reports. S/he continuously assesses achieved results for quality and impact. S/he contributes to the planning of the overall direction of the project as well as the supporting policy and strategy enhancement component of the Enhancer Project. Collaborating with stakeholders, the Technical Lead contributes to the development of new initiatives and formulates and drafts concepts and project documents.

Functions / Key Results Expected

- As per her/his technical expertise, the Technical Lead's main area of responsibility focuses on leading and coordinating 3 sub-teams which are responsible for;
 - Fostering entrepreneurship
 - Development of an ecosystem for business development

¹ This project profile is classified at LP3.

- Supporting policy and strategy enhancement.
- Provide expertise and advisory inputs in the field of technical specialisation.
- Plan and coordinate processes for the production of project content (research publications, studies, policy papers, thematic/sector reports etc) by:
 - Selecting instruments and methodology under the guidance and authorization of the Portfolio Manager.
 - Selecting experts under the guidance and authorization of the Portfolio Manager.
 - Review, comment upon, and revise expert outputs ensuring adherence to ICMPD's quality standards
 - Disseminate findings through presentations at workshops, meetings, and events and through website and academic publications, as applicable.
- Analyse and formulate high-quality analytical inputs. Prepare briefs, background papers, presentations, and speeches.
- Formulate inputs to internal and external project reviews and reports.
- Review and assess project results and identify and record best practices/lessons learned.
- Identify project ideas. Develop, formulate and draft new project concepts, proposals, work plans and budgets.
- In collaboration with project stakeholders and partners, donors and beneficiaries and project experts ensure the project(s) objectives, direction and expected results are achieved, recommending innovative approaches to project execution and capacity building.
- Ensure the timely and effective implementation of human resources, goods and services and activities.
- Proactively detect any shortfalls, deviations from the project plan, bottlenecks etc. either remedying them directly or escalating them to the designated supervisor.
- Oversee the appropriate use of project funds in accordance with the budget. Monitor and analyse budget implementation ensuring accuracy and reliability of project expenditure.
- Ensure timely reporting to donors and partners, oversee formulation and drafting of progress and final reports. Coordinate with the Corporate Finance and Budget Management (CFBM) Team for the preparation of financial reports and their submission to donors according to established reporting schedules.
- Evaluate the performance of the 3 sub-teams and experts according to ICMPD's performance management system and enhance capacity of expertise and knowledge in the team.
- Contribute to the documentation of knowledge by proposing examples of best practices and success stories.
- Participate in the design of projects that support the achievement of development goals and identify sustainable approaches.

Required Expertise

- Ability to provide expertise and advisory functions in the field of technical specialisation.
- Experience in policy analysis, formulation and advocacy.
- Experience in areas such as regional competitiveness and SME development, regional development agencies, regional economics, entrepreneurship, local business opportunities and/or migration and development
- Effective management of resources, e.g. projects and project teams in an international context.
- Analytical thinking and ability to integrate new approaches and innovations and ensure the cost-effective use of project funds.
- Capability to successfully build strategic networks and partnerships and contribute to knowledge management and resource mobilisation activities.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of five years of experience in in implementation and/or research related to the implementation of projects in a technical field.
- Proficiency in (verbal/written) English and Turkish.
- Proficiency in use of standard IT tools.