

ICMPD Job Profile

Border Management Specialist (Capacity Development)- IBM Lebanon Phase III¹

FUNCTION (Task Identity):

Border Management Capacity Development (BMCD) Specialist (hereby referred as Specialist) is a specific technical role in the area of integrated border management, responsible for the planning and implementation of activities, project components and for the delivery of specialized substantive expertise within the project.

The Specialist will provide day-to-day expert and advisory support to the Lebanese border agencies. The main functions will be coaching, mentoring and advising. S/he will be working closely with the respective agency on daily basis, pending internal agreement on working modalities, and will be designated as point of contact of the action/s with a governmental agency or on a specific theme, 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.

Within her/his technical role and assigned area of work, the Specialist develops and maintains relationships with partners, beneficiaries and other stakeholders and plans, organises and supervises the work of national and international short-term experts and contractors ensuring high quality and sustainable outputs. S/he conceptualises, plans and prepares substantive technical support to project outputs and prepares donor and other substantive project reports. The Specialist continuously assesses achieved results for quality and impact.

For the ***Strengthening Capability for Integrated Border Management in Lebanon (IBM Lebanon Phase III project)***, the Border Management Specialist will provide day-to-day expert and advisory support to the Lebanese border agencies. The main functions are mentoring, coaching and advising national counterparts and national experts on strategic IBM development and contribute to the overall work plan implementation. S/he contributes to the identification of areas for improvement in line with the project documents and provide recommendations, and ensure quality control of all technical content. S/he will coordinate work with the other Project Specialists, IBM Lebanon Phase III and with other stakeholders in Lebanon, both international and national.

The Specialist works under the supervision of the Head of Border Management Security (BMS), in close coordination with the Senior Border Management and Security Advisor of the BMS Programme. The Specialist works in coordination with the Project Manager, IBM Lebanon Phase III. The Specialist will be able to provide the necessary expertise and situational awareness and have experience in monitoring and advising.

The Specialist will reside in Beirut, Lebanon for the duration of the assignment to ensure permanent communication links to respective partners.

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.

¹ This job profile is classified at IP3 grade.

- Initiate and implement corrective action when required, in coordination with Senior BMS Advisor and Project Manager.
- Under the guidance of the Head of BMS, and the Senior BMS Advisor, coordinate the implementation of activities with the Project Manager, 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 and Senior BMS Advisor in monitoring the substance of the project and in the formulation of capacity building activities related to the project;
- Design and formulate content and scope for meetings, workshops and other activities, identify participants and resource persons.
- Monitor and assess progress of project activities through missions, reviews and assessments.
- Ensures 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 plan.
- Monitor compliance with ICMPD's policies and procedures within the area of responsibility.
- Identify the technical specification of equipment, in line with the needs identified and in accordance with ICMPD and donor rules.
- Provide support to the Project Manager 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, technical and expert support to the Project beneficiaries, ensuring that project activities are carried out according to agreed work plan and conform with contractual reporting requirements.
- Coach and advise national counterparts and national experts on strategic and operational IBM development,
- Develop professional training capacities and materials for Project beneficiaries, including harmonized training curricula and training plans for border management;
- Support the design and modernization of the training system through the development of harmonised training curricula and training plans for training centres;
- Support the development of Technical Specifications for the procurement of equipment related to border management. Provide technical inputs on the equipment to be procured and clarifications and participate in tender evaluations as applicable;
- Draft reports on the outcome and results of project activities;
- Organize events of relevance to the project, including study visits, conferences and seminars;
- Liaise with the relevant Lebanese beneficiary and/or security agency to ensure optimal project results based on the project work plan;
- Support relationships with donors, beneficiaries and other partners. Proactively identify opportunities for expanding the partners' network;
- Provide technical assistance to improve the coordination between Border Control authorities, non-security agencies and private sector;
- Contribute to the identification of areas for improvement and draft recommendations.

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.
- 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, 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 planning and implementation of sectoral reform processes.
- Strong skills in report writing, communication and intercultural sensitivity required.
- Proven experience in the provision of training, training programme development including Training-of-Trainers (ToT)

CORPORATE QUALIFICATIONS:

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