ICMPD Job Profile
PROJECT MANAGER[1]

Main Purpose

Under the supervision and guidance of the Portfolio Manager, the Project Manager is responsible for the management of the "Strengthening Capability for Integrated Border Management in Lebanon" (EU IBM Lebanon Phase III) project and of the related project team, ensuring the achievement of project targets and results, in line with ICMPD´s strategy, rules, business processes, and quality standards and in accordance with work plans and budgets.

Role

As an active member of the project team, the Project Manager provides high-quality professional inputs and exercises a high degree of operational management in the development and implementation of project(s) and management of project team(s). S/he applies expert knowledge of established ICMPD policies and procedures and effectively uses project management tools and related mechanisms, in a frequently changing, high-pace environment. S/he is an active contributor to knowledge management and resource mobilisation activities.

Functions / Key Results Expected

- Assess and interpret the political, social and economic environment of assigned project(s) in line with ICMPD's strategy and policy issues.
- 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 grant schemes for activities.
- Proactively detect any shortfalls, deviations from the project plan, bottlenecks etc. either remedying them directly or escalating 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 Resources Management (CRM) Team for preparation of financial reports and their submission to donors according to established reporting schedules.
- Coordinate the work of the project team(s) by allocating tasks, supervising task completion and coordination of work processes.

[1] This project profile is classified at IP3.

- Evaluate the performance of project team(s) 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, as well as replicable strategies and knowledge management approaches, and actively share and apply this knowledge.
- Build relevant strategic partnerships and alliances with key stakeholders and partners and recommend opportunities for collaboration and increase awareness of ICMPD's mission.
- Contribute to resource mobilization activities, proposing projects requiring additional funding and identifying funding options.
- Participate in the design of projects that support the achievement of development goals and identify sustainable approaches.

Required Expertise

- Effective management of resources, e.g. projects and project teams in an international context in the field of migration.
- Capability to promote capacity-building measures in project design and implementation.
- 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 the development and management of projects in the field of migration at the international level.
- Proficiency in (verbal/written) English, proficiency in Arabic is an asset.
- Proficiency in use of standard IT tools.