

# ICMPD Job Profile

## Liaison Officer -India<sup>1</sup>

### Silk Routes

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#### Organizational Setting

Since 2017, the International Centre for Migration Policy Development (ICMPD) has been active in India implementing projects related to migration management. In the period 2017 - 2022, ICMPD implemented the EU funded, India-EU Cooperation on Dialogue on Migration and Mobility (India-EU CDMM) project, alongside the International Labour Organisation (ILO) and a local partner- the India Centre for World Affairs (ICWA). The project focused on operationalizing the objectives laid out within the EU-India Common Agenda for Migration Management (EU-India CAMM), through activities in support of better management of mobility, legal migration, as well as to prevent and address the challenges related to irregular migratory flows, and enhance the developmental impact of the EU-India migration corridor for host and communities of origin. As part of the dialogue project, ICMPD – in conjunction with local partners and stakeholders - has facilitated several policy-focused exchanges for officials, hosted peer-to-peer sharing of best practices, and produced a wealth of knowledge-based tools on various topics including migration data, diaspora engagement, student mobility, and on preventing irregular migration. A second phase of the EU-India CDMM project will begin in the second half of 2023. The overall objective of the action remains *to continue supporting the better management of mobility between the EU and India, as well as to prevent and address the challenges related to irregular migratory flows stemming from India.*

With the advent of phase II, ICMPD's portfolio within India is expected to broaden and deepen: countries such as the UK, Canada, Finland, Germany, Austria have all signed Memorandums of Understanding and/or Migration Mobility Partnerships (MMPs) linking legal channels of migration with managing irregular flows and ensuring the sustainable and efficient returns of Indians in situations of vulnerability. The implementation of these agreements is expected to offer ICMPD additional opportunities and consequently a larger footprint in India. Additionally, the facilitation of the dialogue and implementation of migration management partnerships, will require a deepening of ICMPD's work going beyond the capital – New Delhi – and engagement with officials from the central government. Consequentially, pending donor approvals and funding availability, the need for a local permanent presence is necessitated by donors, ICMPD's Country Coordinator, and the Head of Region to ensure ICMPD's continued growth in India.

#### Main Purpose:

The Liaison Officer – India, supports the ICMPD Country Coordinator, Silk Routes, with the implementation of projects and dialogues that legal channels of migration and managing irregular flows and ensuring the sustainable and efficient returns of Indians in situations of vulnerability. S/he will support the projects and dialogues related to migration management partnerships, requiring a deepening of ICMPD's work going beyond the capital, New Delhi, and engagement with officials from the central government at the local level (central and state).

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<sup>1</sup> This job profile is classified at LP2 grade.

## Role:

The Liaison Officer – India contributes to the implementation and development of various projects and assists the Country Coordinator in monitoring and reviewing policy discussions and developments in India through various sources of information such as websites and publicised materials. S/he contributes to internal information exchange, and external communication and outreach, and helps prepare and disseminate ICMPD's outputs through various channels. S/he supports the gathering and compiling information and data, analysing and undertaking background research, preparing and drafting inputs to various projects and policy outputs, as well as organising meetings, events and other project activities.

The Policy and Liaison Officer-India works under the supervision of the Country Coordinator, Silk Routes, and collaboratively with the staff members of the Silk Routes Region and other relevant internal project teams to achieve the expected results.

## Functions

- Inputs provided to ongoing media monitoring of various local information sources (websites, publications, specialised magazines and news) for public and expert-level policy discussions in the areas of work.
- Identify issues of interest; funding opportunities; conferences and technical discussions to enhance ICMPD's profile and engagement in India.
- Conduct policy analysis and feed policy formulation processes in line with the Silk Routes region (e.g drafting papers, briefs, blogs and infographics analysing flows from India to the EU) according to the work plan. Gather and compile documents and other sources of policy-relevant information from various internal and external sources. Review and analyse. Share and distribute policy-related information internally/externally. Prepare materials and communications.
- Monitor and keep track of political and policy developments such as legislative changes, structural changes and rotation of personnel in the relevant Government of India ministries and the Representations of EU and ICMPD Member States in New Delhi.
- Participate in, and report on events, meetings and workshops; give presentations to targeted audiences. Keep track of outcomes of meetings, events and conferences as assigned.
- Support the project development processes, including administrative procedures and documentation. Edit and proof-read documents, and organise translation, layout and other publication services as required.
- In collaboration with the Country Coordinator assist in the identification of potential key stakeholders for ICMPD and participate in communication activities to disseminate information on ICMPD's mission, policies, programmes and projects, through the appropriate channels. Implement and support the Country Coordinator in the management of projects and project activities. Jointly organise events, meetings and workshops and support visiting ICMPD staff (securing meetings with relevant stakeholders, offering logistical support as required).

## Key Results:

- A wide range of information and contact sources maintained and information relevant to ICMPD, identified, monitored and analysed.
- Information and data collected and inputs to policy initiatives and projects successfully completed.
- Policy-related documents formulated and drafted.

- Successful implementation of ICMPD events supported and organised. Participation undertaken at events held by other relevant stakeholders.
- Information on the scope of the mission and activities of ICMPD proactively distributed externally through a range of communication channels.
- Outreach activities initiated and organised through continued stakeholder analysis.
- Networks and relations with key stakeholders actively supported and maintained.

#### **INCUMBENT PROFILE:**

- A minimum of 3 years of experience in the field of migration management/governance or political analysis in international organisations, diplomatic offices such as embassies or other relevant public institutions.
- Good methodological skills and knowledge.
- Effective communication skills and experience in networking and partnership development with public institutions.
- Good analytical, drafting and organisational skills.
- Experience in communications, including social media/website management.
- Experience in organising workshops, meetings and events relevant to the position.

#### **CORPORATE QUALIFICATIONS:**

- Experience in an international context.
- Proficiency in (verbal/written) English and Hindi.
- Master's degree related to the area of work.