

ICMPD Job Profile

Regional Administrative Associate – EECA Regional Office ¹

Functional Overview

Within the Eastern Europe and Central Asia Regional Office (EECA-RO), the Regional Administrative Associate (RAA) performs specialised operational and administrative support duties and assists the management of the EECA-RO in ensuring the smooth implementation of the EECA-RO activities such as administration of specifically assigned projects and/or backstopping of the administrative staff of several EECA projects, provision of support to project development, implementation and finalisation, administrative support to management processes, oversight, coaching and mentoring of the administrative staff in the EECA Region. In close coordination with the Head of Region (HoR), Regional Portfolio Manager (RPM) and Regional Resource Management Officer (RRMO), the RAA coordinates the provision of the administrative functions within the EECA Region, identifies bottlenecks and other gaps and proposes improvements. The RAA works under the supervision of the HoR ensuring a smooth and timely delivery of tasks, collaboratively with the respective project manager (if a specific project is assigned), other team members in EECA-RO and field offices in the Region.

Key Results

Coordination of administrative and operational tasks across the EECA region: Implementation of all administrative processes and procedures in the Region regularly and proactively analysed, and proposals for improvement provided. Coaching and support on administrative processes, travel and support functions effectively provided and organised for all administrative staff in the Region. Operational training and mentoring of new administrative staff in the EECA-Region effectively undertaken. Administrative support provided to the planning, coordination and communication activities with internal ICMPD Operational Support Units to support the EECA-RO management and the project teams. Contributions made to the development of best practices and standard operating procedures in the areas of project administration.

Focal Point for project administrative support and backstopping: Administrative and logistical support activities within the assigned projects and in the EECA RO implemented promptly, accurately and efficiently. Projects' implementation and management processes in the RO supported by applying efficient and innovative methods. Project formulation and development across the EECA RO supported by timely and correct preparation of supporting documents as well as communication with internal and external stakeholders on administrative inputs. Development, launch and administration of grants and procurement procedures effectively supported. Backstopping in travel organisation to all the field offices effectively provided. Support given to the organisation of major project activities

¹ This job profile is classified at S3.

in the Region, such as conferences, summer schools, forums etc. Projects' and EECA-RO filing system maintained according to the established rules and procedures.

Support to Establishment of the Pool of Assistants: Lessons learned from the pool of assistants experience in ICMPD compiled and discussed with EECA-RO management. Under the supervision of HoR, the plan for establishment of the EECA pool of assistants developed and gradually implemented. Regular updates provided to the EECA-RO management on its establishment and implementation. Once established, the operational work of the pool overseen, ensuring timely and effective information flows with internal and external stakeholders to implement and coordinate inter-dependent activities, independently troubleshooting and handling a wide range of queries. Feedback on performance regularly provided.

Required Expertise

- Solid organizational, planning and prioritizing skills and abilities.
- Upon consultation with supervisor, ability to make decisions in full compliance with ICMPD's operational regulations and rules.
- Analytical thinking to gather, analyse and compile information, identifying critical relationships and patterns among data and proposing workable solutions.
- High sense of initiative and good judgement to be able to work independently with minimum supervision.
- Ability to work effectively with people of different nationalities and cultural backgrounds.
- Capability to establish effective relationships across the organisation at all levels.

Qualifications, Experience and Language Skills

- Bachelors or equivalent university degree in a relevant field.
- A minimum of 6 years of progressively responsible experience in administration and project management in an international organisation context.
- Experience in managing conflicting priorities and working with tight deadlines.
- Experience in working in a team environment to achieve common goals.
- Excellent command of standard MS-Office software.
- Proficiency in (verbal/written) English, proficiency in a major EU language and/or languages spoken in the EECA region, is an asset.