

ICMPD Generic Job Profile

PROJECT OFFICER¹

Organizational Setting

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 19 Member States and over 70 projects active throughout Europe, Africa, Asia and Latin America, ICMPD is a growing and ever-more relevant presence in its field. The organisation's greatest assets are its 450 + staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

The Project Officer works within the framework of the Rabat Process Secretariat of the EU-funded project "Africa-EU Migration and Mobility Dialogue (MMDII)". MMDII is part of the Joint Africa-EU Strategy. The overall objective of the MMDII project is to maximise the development potential of migration and mobility within Africa and between Africa and the EU and to provide comprehensive responses to migration and mobility in full respect of human rights. Now in its second phase, the multi-faceted project continues to support ICMPD-facilitated migration dialogues (Rabat Process, Khartoum Process, and the AU-EU Continent-to-Continent Migration and Mobility Dialogue), to follow up on the Joint Valletta Action Plan (JVAP), and to strengthen the role of the African diaspora via the Africa-Europe Diaspora Development Platform (ADEPT).

Main Purpose

Under the supervision and guidance of the Rabat Process Project Manager and in close collaboration with project team members, the Project Officer provides support to the planning of project activities and for their effective implementation and coordination. S/he collaborates with project stakeholders, experts, consultants and partners to ensure the achievement of the overall project targets and results, in line with ICMPD's strategy, rules, business processes, quality standards and in accordance with assigned work plans and budgets. S/he contributes to substantive project content and prepares inputs to donor and other substantive reports.

Role

As an active member of the MMDII project, the Project Officer provides quality professional input to the implementation and coordination of Rabat Process activities and to the establishment of effective working relationships with project stakeholders and partners at the working level. S/he effectively utilises project management tools and related mechanisms, assesses project results and formulates inputs to the development of new initiatives. S/he actively provides support to knowledge management resource mobilisation activities.

¹ This project profile is classified at IP2.

Functions / Key Results Expected

- With an understanding of the political, social and economic environment of assigned project(s) and in collaboration with internal and external project stakeholders, partners, and experts, ensure that the project(s) expected results are achieved.
- Plan and organise assigned project's activities in line with the project's work plan to ensure timely implementation.
- Initiate mobilisation of experts, consultants and contractors, goods and services, capacity building and grants schemes. Prepare inputs to Terms of References and specifications.
- Support the management of consultant and procurement contracts, regularly monitoring expenditures and disbursements for the assigned project's to ensure that budget allocations are not exceeded. Take corrective action as required.
- Contribute to substantive project's content and prepare inputs to donor and other substantive reports.
- Organise project's events, meetings, workshops and other activities in line with project's work plan in the assigned area of work, identifying participants and resource persons.
- Develop and maintain networks and partnerships to increase awareness of ICMPD's mission and contribute to resource mobilisation activities.
- Contribute to the review and assessment of project's results by identifying and recording best practices and lessons learned.
- Initiate knowledge gathering and knowledge building through the project activities.
- Contribute to the development of new project's concepts and proposals, as requested.
- Contribute to the development and maintenance of the project's external communications.

Required Expertise

- Effective and successful implementation of projects in an international context in the field of migration.
- Capability to promote capacity-building measures in project design and implementation.
- Ability to integrate new approaches and innovations and ensure the cost-effective use of project funds.
- Capability to successfully build strategic networks and partnerships.
- Capability to demonstrate essential team building skills.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 3 years of experience in the development and management of projects in the field of migration at the international level.
- Proficiency in (verbal/written) English and French, proficiency in another major EU language, or Arabic, is an asset.
- Proficiency in use of standard IT tools.