

## ICMPD Generic Job Profile

### PROJECT OFFICER<sup>1</sup>

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#### Functional Overview

The Project Officer implements and coordinates activities throughout the project(s) life cycle(s). All activities are undertaken in alignment with the regulatory framework, standard administrative practices and operating procedures of ICMPD, within assigned work plans and budgets. S/he supports knowledge management, resource mobilisation activities and new project development. S/he contributes to capability development to support all stakeholders and partners in improving their capabilities.

#### Key Results

**Project Cycle Implementation:** In support of the Project Manager, project cycle implementation effectively handled and coordinated, such as regular review of project plans, coordination and deployment of resources and monitoring of budgets. Status of deliverables and progress on mitigation of risks regularly provided, including reports on financial and resource utilisation. Implementation underpinned by effective outreach, communication and project visibility activities as determined by the Project Manager.

**Project Operations and Resource Utilisation:** In line with the project structure, processes and workflows created for the project team(s) to ensure the positive progress of the project (s) including effective utilisation of project funds. Continual mutual development effectively undertaken with project team members and feedback provided to each other on project work undertaken. Short-term contracts for experts, consultants and/or service providers managed and performance reviewed in accordance with their terms of reference and specifications.

**Support to Stakeholder Management:** A range of project-related documents researched and drafted, including status updates, reports, budget overviews and discussion papers to assist the Project Manager with the flow of information to and communication with stakeholders and donors. Project events, meetings, workshops and other activities organised and coordinated in line with the project's work plan, identifying participants and resource persons. All communication effectively undertaken with relevant stakeholders.

**Project Development:** In collaboration with the Project Manager, new project concepts and potential resources developed, based on a review of project results and recording of best practices and lessons learned.

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<sup>1</sup> This project profile is classified at IP/LP2.

## Required Expertise

- Effective implementation of the full project cycle in an international context, in the field of migration or relevant related field.
- Ability to draft and monitor work plans and budgets in line with financial regulations and administrative instruments, as well as reporting tasks.
- Capability to successfully build networks and partnerships.
- Ability to integrate new approaches and innovations and ensure the cost-effective use of project funds.
- Effective communication, outreach, networking and coordination.
- Teamwork.

## Qualifications, Experience and Language Skills

- Master's Degree related to the area of work or equivalent.
- Minimum of 3 years of experience in the full project cycle implementation, in the field of migration or relevant related field, at the international level.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools.