

ICMPD Job Profile

Project Assistant - ProGreS¹

ORGANISATIONAL SETTING:

ProGreS migration (Programme Governance Strategy), aims to support the operationalization of the National Migration Strategy of Tunisia through capacity building of the relevant institutions and conducting a National Migration Survey (TUNISIA-HIMS). The Project Assistant implements administrative processes and provides support to implementation of activities of one or several projects.

FUNCTION (Task Identity):

The Project Assistant implements administrative processes and provides support to implementation of activities.

The Project Assistant prepares administrative documents and correspondence. S/he implements processes in support of recruitment and procurement actions in line with ICMPD rules and procedures and administers contracts. S/he processes payments and maintains project's filing system.

The Project Assistant provides support to the implementation of project activities. S/he organises project events and meetings being responsible for the logistical arrangements and DSA payments. S/he collects, compiles and organises inputs to meetings, project reports, presentations, communication materials and towards formulation of new projects.

The Project Assistant works under the supervision of the Project Manager contributing to a smooth and timely delivery of project activities under the project(s)'s work plan and collaboratively with all members of project team(s) and the counterparts in ICMPD for implementation of the tasks.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Project implementation

- Assist in implementation of project activities in accordance with the work plan;
- Prepare administrative documents, collect and compile inputs to documents;
- Prepare inputs to implementation processes such as recruitment of expert, procurement and contracting;
- Draft routine correspondence to experts, project counterparts and service providers in both English and Arabic;
- Assist in processes for recruitment of project staff and experts. Prepare vacancy notices, coordinate with HRM (in HQ) or Administrative and Finance Officer (in Project Offices) and follow-up;
- Assist in procurement processes for conference/seminar services or other procurement actions foreseen in projects;
- Process actions in SAP and other systems;
- Administer contracts with service providers, interpreters and experts;

2. Support to project activities:

- Collect, compile and organise background materials, documents and other materials for meetings;

¹ This project profile is classified at IS1 and LS1.

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- Compile project reports;
- Prepare inputs to reports, summaries, graphs and inputs to presentations in support to various project activities;
- Provide support to the organisation of workshops and meetings being responsible for visa arrangements, flight bookings, meeting facilities and accommodation, social programme, catering, participant lists, DSA calculations;
- Is responsible for meeting logistics; meeting rooms, audio-visual equipment, name tags, logistics for arrivals and departures, DSA payments in cash.
- Support the project team in preparing and providing backstopping during missions;
- Maintain the project filing system;
- Compile and prepare inputs to PI/PR materials as required;
- Support implementation of project-related communication activities;
- Support with ad-hoc translation and interpretation (English-Arabic);
- Prepare minutes and summaries of actions to be taken;
- Perform any other duties as required.

3. Support to project formulation

- Provide inputs to formulation of project proposal and documents for new projects as required.

KEY RESULTS (as per Job Component):

- Administrative and logistical support activities implemented promptly, accurately and efficiently;
- Project implementation supported by efficient and timely support to organisation of activities;
- Project formulation supported by timely and correct preparation of supporting documents;
- Project filing system maintained;
- Procurement and recruitment processes implemented timely and in line with ICMPD rules and procedures and following the system steps;
- Working relationship with service providers and experts handled efficiently and in a professional manner.

INCUMBENT PROFILE:

- A minimum of 2 years' of experience in project administration and implementation of projects in an international organisation context;
- Experience in organisation of events and meetings;
- Knowledge of ERP systems – knowledge of SAP in an asset;
- Good organisational skills with attention to detail and accuracy;
- Experience in managing conflicting priorities and working with tight deadlines;
- Strong team work and interpersonal skills;
- Adaptability and flexibility;
- Excellent command of standard MS-office software.

CORPORATE QUALIFICATIONS:

- Experience in international projects.
- Proficiency in (verbal/written) English and Arabic. Proficiency in French is an asset.
- Bachelor's degree.

