

ICMPD Job Profile

PROJECT MANAGER¹

ORGANISATIONAL SETTING:

The Policy, Research and Strategy (PRS) Directorate is responsible for facilitating and enabling knowledge production, value creation and policy development, to lead ICMPD strategic processes, as well as to fully capitalise on the wealth of knowledge and experience produced in the organisation as a whole. It was formed to make sure that this knowledge and experience is shared through the organisation's wide-reaching networks, linking countries at all ends of migration flows with one another and benefitting its Member States. The PRS Directorate is furthermore charged with the strategy process of the organisation, including the effective monitoring and evaluation system and knowledge management. In order to fulfil these functions, the Directorate brings together four Units: External and Member States Relations, Policy, Research, and Strategy, Knowledge, Evaluation and Impact, as well as the Member States Programme.

The Member States Programme is shaped exclusively for ICMPD Member States and offers a set of activities developed according to their specific needs and priorities. Projects and initiatives with a special focus on its Member States are run under this programme.

FUNCTION (Task Identity):

The Project Manager is responsible for the management and development of a portfolio of several small- to medium-sized projects in the Policy, Research and Strategy (PRS) Directorate, primarily targeting ICMPD (EU) Member States, and for ensuring the direction of project activities, delivery of project outputs and the achievement of project targets and results.

The Project Manager organises for prompt kick off/initiation of the projects, including set up and recruitment/assignment of project staff. S/he develops and maintains relationships with project partners, beneficiaries and other stakeholders as well as plans and coordinates implementation of all aspects of the projects ensuring that the projects are managed according to the approved project documentation, work plans and budgets in line with ICMPD's rules and business processes as well as partner and donor agreements. The Project Manager ensures timely and qualitative delivery of project outputs and achievement of project results in close collaboration with the project team, project beneficiaries and donors as well as manages a smooth project finalisation and closure.

The Project Manager establishes and monitors the implementation of project work plans ensuring that adequate data and information are gathered for assessment and reporting. S/he continuously analyses the implementation of the projects, execution of the budgets, proposes and takes corrective action as required and assesses achieved results for quality and impact. The Project Manager plans and coordinates project communications activities and materials and ensures that reporting on progress and results is timely, of high quality and carried out in accordance with donor agreements. The Project Manager coordinates projects' contribution to ICMPD's knowledge base and identifies and develops new projects and participates in resources mobilisation activities.

¹ This project profile is classified at IP3.

The Project Manager leads and coordinates the work the project teams consisting of ICMPD staff and experts ensuring that the teams work according to the project work plans and produce timely and qualitative outputs. S/he supervises and assesses the performance of project team members and works closely with colleagues across PRS for the production and quality management of policy- or research-related outputs and the CRM/CFM teams on resource and financial management issues, and coordinates her/his work with other Project Managers.

The Project Manager works under the supervision of the Head of Policy in PRS.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Direction of project activities and kick off:

- Ensure a prompt start of the projects.
- Assign staff in coordination with the relevant Head(s) of Unit in PRS and recruit new project team members as needed. Draft ToRs (use ICMPD standard Job Profiles as available) and vacancy announcements for recruitment, organise and participate in interview panels, follow-up on recruitment process ensuring timely deployment of the project teams.
- Organise induction for newly recruited project team members.
- Establish collaboration and information flows with project stakeholders (donors and beneficiaries) and key project experts ensuring that projects' objectives, direction and expected results as well as implementation approach are well-communicated to all stakeholders.
- Establish projects' work plans ensuring adherence to the project documents and direction of projects towards planned targets and results. Coordinate with project stakeholders
- Coordinate project strategic direction and work plan with project partners.
- Review, assess and adjust initial project budgets. Ensure that budgets are in line with the work plans and supports the achievement of results within the timeline. As required, adjust the budgets in consultation with the Corporate Resources Management Team.
- Set up the project in Project Management Tool (PMT). Ensure that project cycle is set up and implemented in accordance with ICMPD's Quality Management System and reflected accurately and promptly in the PMT.
- Develop a communications plan for the project according to donor agreements, the Policy Unit's and ICMPD's Communications Strategies. Coordinate set up of project websites and social media contents. Initiate project contacts database aligned with the Policy Unit contacts database.
- Initiate project implementation by organising/coordinating organisation of kick off and inception events as applicable.

2. Project management and implementation:

- Organise work of the project team in line of the project work plan. Track and monitor implementation of the work plan and the timely accomplishment of project outputs. Take corrective action as required.
- Mobilise project staff and experts, goods and services, including reviewing and approving terms of references and specifications and overseeing contractors' work.
- Establish, maintain and facilitate a dialogue between the project and its stakeholders to ensure projects' scope and direction remain relevant for achievement of the intended results.
- Coordinate and follow-up with partners ensuring that activities are carried out according to agreed work plans and other agreements. Coordinate project implementation with partners.
- Ensure that project content and outputs are produced timely and according to project work plans and ICMPD's quality standards. Review, comment upon and approve project outputs (reports, presentations, publications). Ensure inputs to the design, as well as peer reviews and quality control by Policy Analysts/Advisors or Researchers of policy and research outputs respectively.
- Organise and coordinate the organisation of meetings, seminars, workshops and other events. Ensure that agendas, technical notes and working group papers and other inputs to events are produced in a timely manner.

- Check and approve project correspondence.
- Assess project progress and results in close consultation with project stakeholders. Develop improvements to enhance performance of the projects.
- Implement ICMPD's risk management system at project level. Take preventative and mitigation measures as applicable.
- Systematically monitor project activities and progress in line with ICMPD monitoring guidelines. Ensure data and information gathering for project monitoring, evaluation and learning.
- Organise scheduled and ad hoc project reviews.
- Monitor implementation of the projects' communications plan. Organise drafting of communications materials, edit project-related publications, coordinate and oversee inputs from the project teams.
- Participate in, and chair project events, seminars and workshops. Present project results to various stakeholder groups such as Steering Groups/donors.
- Participate on behalf of ICMPD in conferences/meetings/seminars relevant for the projects.
- Coordinate and implement project closure activities.

3. Project administration and reporting:

- Ensure that project activities are implemented in an efficient and cost-effective manner in line with the work plan.
- Ensure that administrative processes such as procurement and contracting are carried out promptly and in accordance with ICMPD rules and established business processes. Ensure compliance with donor rules as applicable
- Identify and take corrective actions promptly.
- Oversee the appropriate use of project funds in accordance with the budget. Monitor and analyse budget implementation and adjust budget to changes in project work plan.
- Ensure timely reporting to donors and partners, oversee formulation and drafting of progress and final reports. Coordinate with Corporate Resources Management (CRM) Team for preparation of financial reports. Submit reports (full package) to donor according to established reporting schedule.
- Ensure project documentation is maintained and filed according to ICMPD policies.
- Coordinate and implement project closure activities.

4. Management of project team and experts:

- Plan the composition of the project team, revise as required.
- Identify project experts, internal and/or external. Draft/approve ToRs. Oversee timely deployment.
- Coordinate the work of the project team by allocating tasks, supervising task completion, coordinating work processes.
- Support the management of cost-effective resource allocation of the project team members in coordination with the Head of Policy and CRM.
- Ensure effective and transparent management and communication processes within the project team. Keep the team abreast with developments relating to ICMPD.
- Oversee implementation of ICMPD's security system for staff safety, as applicable, in collaboration with ICMPD Senior Security Advisor and Head of Office as applicable
- Evaluate the performance of project team and experts according to ICMPD's performance management system, report regularly on team performance to supervisor(s).
- Keep informed about the expertise/specialisation of project team members. Support development of expertise and knowledge in the team.

5. Participation in programme/project development:

- Actively identify opportunities for expansion of ICMPD's activities and development of new initiatives to support Member States. Stay abreast with general developments in the field of work, with focus on

programmatic opportunities at the European level, such as EU structural reform support and national migration management programmes and calls.

- Provide and formulate inputs to development of new initiatives.
- Participate in the review of projects' policy results and translation of lessons learned and best practices from project implementation into knowledge products and materials, and ensure appropriate use of communication and dissemination channels. Feed findings into the formulation of new projects.
- Provide support and participate as a member of ICMPD communities of expertise and practice.
- Provide substantive inputs to the formulation of ICMPD's organisational directions, strategies and work plans in relevant fields.
- Participate in cross-organisational initiatives to improve organisational effectiveness and efficiency.
- Develop and formulate new projects. Draft concepts and project proposals, work plans and budgets for new projects.
- Participate in resource mobilisation for new projects.

KEY RESULTS (as per Job Component):

- Projects implemented according to project documentation, donor/partner agreements and project work plan and budgets in line with ICMPD's rules and business processes.
- High-quality project outputs and deliverables produced according to project plans.
- Project budgets implemented according to ICMPD's rules and project narrative reports prepared according to donor agreements and ICMPD guidelines.
- Project Team deployed as per project work plans and the work of the team supervised and coordinated in a results-oriented and motivating manner.
- Project lessons learnt and best practices identified and documented.
- Ideas and concepts for new projects identified and new projects formulated.

INCUMBENT PROFILE:

- A minimum of 5 years position-specific experience in the management of projects in multiple countries or sectors in the field of migration.
- Experience of working with government stakeholders.
- Experience of EU and/or government-funded projects is highly desirable.
- Professional training in project cycle management. Certification in project management (Prince2 or similar) is a distinct asset.
- Proven experience in project financial management.
- Experience in the management of project teams and experts.
- Experience in research/analysis/publications related to migration issues.
- Knowledge of migration policy issues in particular in the European context; expertise in specific fields of migration management is an asset.
- Excellent written and verbal communication skills.
- Excellent coordination skills.
- Strong diplomacy, tact and negotiation skills, coupled with a drive to achieve results.

CORPORATE QUALIFICATIONS:

- Experience in an international context.
- Proficiency in (verbal/written) English and German, proficiency in other major EU languages, Russian or Arabic is an asset.
- Master's degree in social or political sciences, economics, law or similar fields related to the area of work.