

ICMPD Job Profile

ASSOCIATE PROJECT OFFICER¹ - RIAT support

ORGANISATIONAL SETTING:

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 17 Member States and over 60 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 200+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

PROJECT OVERVIEW:

The European Return and Reintegration Network (ERRIN) is an initiative of 16 Member States, Frontex and the European Commission. ERRIN's objective is to facilitate and support cooperation between European countries in the field of return and reintegration. ERRIN is funded by the European Commission (DG HOME). ICMPD is the implementing partner of this initiative. The ERRIN Programme Management Unit (PMU) is based in Brussels.

ERRIN has two work packages. One package focusses on innovation and project development, the other on contracting and managing joint reintegration services. Within this work package, ERRIN contracts post-arrival reintegration service delivery in third countries and makes these services available for its member states. Within this work package, ERRIN established a portfolio of service providers that cover over 40 countries. Frontex is preparing a Joint Reintegration Services programme to be operational by mid-2022 to replace the current ERRIN service delivery.

A centralised IT platform (RIAT) allows effective management of joint reintegration services and channels the communication between member states and contracted service providers. RIAT 1.0 is fully deployed and active, but at the same time still under development.

FUNCTION (Task Identity):

The Associate Project Officer supports, in close cooperation and exchange with the ERRIN RIAT team and Frontex, the implementation of the RIAT strategy. This includes developing and implementing RIAT trainings for MS and performing service desk functions for MS in relation to the use of RIAT in the Frontex Reintegration Programme. Furthermore, s/he develops technical and other documentation (e.g. promotional materials) related to the use of RIAT on EU and national level. These tasks should be performed whilst continually liaising with relevant actors at Frontex, ERRIN PMU, MS and COM on RIAT matters.

The Associate Project Officer contributes to the organisation of project activities and administration of project inputs according to the approved project documentation, work plans and budgets, ICMPD's rules and business processes as well as partner and donor agreements. S/he assists in a timely achievement of high-quality project outputs within the project assigned.

The Associate Project Officer supports development and maintenance of relationships with partners, beneficiaries and other stakeholders. S/he contributes to planning, organising and supervising the work of

¹ This project profile is classified at IP1 (1 FTE).

experts and contractors. S/he supports in conceptualising, planning and preparing substantive project outputs and contributes to the production of project content and to continuous assessment of achieved results for quality and impact. The Associate Project Officer contributes to overall planning of the project and participates in project communications and knowledge management activities preparing content and inputs. S/he contributes to project reports and prepares inputs to donor and other substantive reports. The Associate Project Officer works under the supervision of the Senior Project Manager responsible for the Frontex transition.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Support to ERRIN RIAT team and Frontex:

- Under the general supervision of the Senior Project Manager (and the RIAT project manager), and in close cooperation and coordination with Frontex, develop and implement RIAT trainings for MS;
- Perform service desk functions for MS in relation to Joint Reintegration Services activities at Frontex;
- Develop technical and other (e.g. promotional materials) documentation related to the use of RIAT on national and EU level;
- Contribute to the timely accomplishment of project outputs in the assigned field of work by organising, coordinating and implementing project activities;
- Support day-to-day planning and the follow-up with partners and stakeholders on implementation of project activities;
- Support mobilisation of experts, goods and services, capacity building and grants schemes, including preparation of inputs to Terms of References and specifications and follow up on recruitment and contracting process;
- Support coordination of experts, consultants and contractors' work in coordination with the Senior Project Manager and/or Frontex, ensuring that content and outputs are produced in a timely manner, according to project work plan and ICMPD's quality standards. Follow up on processes and work deliverables;
- Collect, compile and organise background documents and other materials for meetings (steering group, external meetings, Action activities, etc.), and prepare minutes and summaries of actions to be taken and ensure follow-up.

2. Project administration and compliance:

- Implement administrative activities and processes in accordance with ICMPD rules and established business processes;
- Support management of expert and procurement contracts. Confirm receipt of services and initiate payments according to agreed payments schedule;
- Maintain project documentation electronically and on physical file.

3. Project content:

- Provide (pro-active and re-active) support to Frontex and other partners involved in the implementation of the RIAT strategy;
- Actively seek opportunities to develop the work with the ERRIN RIAT team and Frontex, and provide support during operationalisation and implementation of the Frontex Reintegration Programme;
- Support the formulation of analytical and substantive project inputs. Compile information and documentation and draft inputs;
- Conduct desk research, collect and analyse information and prepare documents;
- Edit/proofread documents and organise translation, when applicable;
- Process evidence and data collected through various monitoring and evaluation tools.

KEY RESULTS (as per Job Component):

- Project activities in the area of work assigned organised and implemented according to project's work plan;
- Timely and qualitative contributions made to production of project outputs;
- Timely and qualitative contributions to production of project content delivered in the assigned area of work;
- Timely support provided to coordination of project implementation with project partners, beneficiaries, and other stakeholders.

INCUMBENT PROFILE:

- A minimum of 1 year of position-relevant work experience in implementation of projects in the field of migration;
- Substantive knowledge of migration, return and/or reintegration, and border management issues;
- Strong skills in MS applications;
- Analytical skills on technical (ICT) level i.e. ability to translate technical requirements and needs into practical advice and vice versa;
- Experience in delivering presentations to external and internal audiences in a plain and concise way;
- Experience with ICT service desk functions, including planning, supervision and management of external stakeholders;
- Experience in working in EU-projects, or working experience with EU Institutions is an asset;
- Experience in (ICT) project management and administration;
- Good analytical and drafting skills;
- Good organisational skills;
- Willingness to travel, including outside of the EU.

CORPORATE QUALIFICATIONS:

- Experience in international context;
- Proficiency in (verbal/written) English, proficiency in a major EU language is an asset;
- Master's degree related to the area of work.