

ICMPD Job Profile

PROJECT ADMINISTRATIVE ASSISTANT¹ - MIEUX

ORGANISATIONAL SETTING:

The Project Administrative Assistant is part of the Pool of Assistants of the Resources Management Unit (RMU) of the ICMPD Brussels Mission. The RMU is responsible for the planning, budgeting and financial reporting of Brussels-based projects/projects in other regions as assigned, including Migration EU expertise (MiEUX). MIEUX is a joint initiative funded by the European Union (EU) and implemented by the International Centre for Migration Policy Development (ICMPD). MIEUX strengthens the capacities of public authorities to better manage migration and mobility in all its dimensions through the provision of rapid, short-term and tailor-made peer-to-peer expertise assistance. The thematic areas of MIEUX are aligned to the four pillars of the Global Approach to Migration and Mobility (GAMM) the overarching framework of the EU external migration and asylum policy. MIEUX is a global initiative, providing peer-to-peer expertise to partner countries in Africa, Asia, Eastern Europe, Latin America and the Caribbean. For more information on MIEUX see: <https://www.mieux-initiative.eu/>

FUNCTION (Task Identity):

The Project Administrative Assistant supports the implementation of MIEUX's core processes (pre-implementation, implementation, knowledge management, communication, quality management, expert management). S/he implements administrative processes and provides support to implementation of activities in line with MIEUX's Standard Operating Procedures.

The Project Administrative 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 Administrative 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 Administrative Assistant works under the supervision of the Head of the RMU contributing to a smooth and timely delivery of project activities under the project(s)'s work plan of the Brussels Mission 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. Support to Project Administration:

- Assist in implementation of project activities in accordance with the work plan;
- Prepare administrative documents, collect and compile inputs to documents;
- Draft routine correspondence for project implementation;
- Prepare inputs to implementation processes such as recruitment of expert, procurement and contracting;

¹ This project profile is classified at S1.

- Implement steps in recruitment processes for project staff and experts according to ICMPD rules and procedures. Prepare vacancy notices, organise expert travel;
- Implement steps in procurement processes according to ICMPD rules and procedures;
- Collect and control timesheets;
- Administer contracts with service providers, interpreters and experts. Monitor payment schedules and implement payments;
- Process payments in SAP;
- Maintain documents according to the project filing system;
- Act in coordination with other programme assistants as focal points for RMU.

2. Support to Project Activities:

- Implement administrative activities and processes (in particular logistical arrangements, e.g. negotiating rates with service providers) in support to the organisation of project events, workshops and meetings;
- Identify any logistical bottlenecks and propose ways to meet the procurements/logistic needs in a timely manner. Propose corrective actions when services are not satisfactorily delivered;
- Make visa arrangements, flight bookings, organise meeting facilities and accommodation, social programme, catering, audio-visual equipment, name tags, logistics for arrivals and departures;
- Make calculations for DSA and implement DSA payments in cash;
- Collect, compile and organise background materials, documents and other materials for meetings;
- Collect, compile and organise inputs to reports, summaries, graphs and presentations in support to various project activities;
- Collect, compile and organise inputs to PI/PR materials as required;
- Provide administrative support to implementation of project communication activities;
- Perform any other duties as required.

3. Office Management

- Prepare the meeting room for meetings, receive visitors and assist with any relevant administrative support;
- Welcome new project team members by arranging introductory meetings and functioning as a first point of contact for administrative queries;
- Maintain productive working relations with other departments in ICMPD such as HRM, ICT, and CFM (namely Human Resources, IT and Finance) by proactively sharing information and responding to information requests.

KEY RESULTS (as per Job Component):

- Administrative activities implemented promptly, accurately and efficiently;
- Project activities supported by efficient and timely implementation of logistical support to project events, meetings and workshops;
- Project filing system maintained accurately;
- Administrative steps in the procurement and recruitment processes implemented timely and in line with ICMPD rules and procedures and following the applicable business processes;
- Payments implemented correctly and timely through SAP;
- Formulation supported by timely and correct preparation of supporting documents.

INCUMBENT PROFILE:

- A minimum of 2 years of experience in project administration and implementation of projects possibly in an international organisation context;
- Experience in administrative supports 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 conflict 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 Spanish, proficiency in a major EU language (in particular French) is an asset;
- Bachelor's degree in a relevant field.