

ICMPD Job Profile

PROGRAMME SPECIALIST¹ - (RRR)

Return-Readmission-Reintegration

FUNCTION (Task Identity):

The Programme Specialist on Return-Readmission-Reintegration (RRR) is a specialised thematic role within ICMPD's Policy Unit, responsible for technical and analytical inputs across the organisation's operational portfolio, including policy development and dialogues, technical assistance and capacity development activities, and policy research and analysis. S/he proactively monitors, analyses and interprets trends, new practices, innovative methodologies and policy developments in RRR, engages in analytical and policy debates, participates in expert groups at European and global level, and builds and maintains networks and partnerships across key stakeholder groups in the field of RRR.

Working as an internal ICMPD resource across the organisation, the Programme Specialist-RRR fulfils a technical role responsible for the provision of RRR expertise and capacity development to technical assistance activities implemented by ICMPD's Regional Offices, Global Initiatives, migration dialogue platforms and other relevant initiatives.

The Programme Specialist- RRR plans, implements and coordinates deliverables/outputs on the topics, and has responsibility for their timely delivery and high quality. Together with colleagues across the organisation, s/he supports the identification of new project opportunities and co-drafts RRR related project proposals and provides expertise for proposals and projects developed/coordinated by Regional Offices, Programmes, Research, Migration Dialogues and Global Initiatives. Promoting collaborative approaches, s/he assesses and analyses policy findings, identifies lessons learnt translating them into practices, innovation and institutional knowledge and disseminating findings across internal and external stakeholder groups.

Within her/his technical role and assigned area of work, the Programme Specialist-RRR develops and maintains relationships with partners, beneficiaries and other stakeholders across the organisation. S/he conceptualises, plans and prepares substantive policy and project outputs and produces deliverables in the field of expertise and prepares input for donor and other substantive project reports. In her/his area of work, s/he cultivates regular contacts with stakeholder organisations at the working level and represents ICMPD at relevant events covering return, readmission and reintegration.

The Programme Specialist- RRR works under the supervision of the Head of Policy and in close coordination with the respective supervisors across ICMPD i.e. Regional Offices, Programmes, Research, Migration Dialogues and Global Initiatives.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Thematic policy and project outputs in the field of Return, Readmission and Reintegration:

- Coordinate and conduct analysis and assessments on RRR policies and practices which may include the following:
 - Design and/or advise on the composition of studies and assessments;
 - Conduct analysis of or quality control research and operational findings, and formulate evidence-based policy recommendations;

¹ This project profile is classified at IP3.

- Write-up analytical and policy outputs;
- Identify, assess and disseminate lessons learnt from evidence and project findings and recommendations in the field of RRR in order to contribute to internal and external debate on RRR;
- Formulate and comment on the development of various types of outputs such as working papers, policy papers, policy briefs, analytical reports and studies and discussion papers produced by the Policy Unit and other teams in ICMPD;
- Prepare and compose contributions to social media, blogs, briefings, factsheets and articles on RRR;
- Prepare thematic expertise-related and/or evidence-based inputs to speeches, presentations or reports on RRR.
- Monitor and interpret trends, new practices and policy developments in RRR
- Establish and cultivate networks with key stakeholder groups in the field of RRR, especially in national, EU and international institutions.
- Identify opportunities for ICMPD to participate in relevant discussions and meetings to promote ICMPD's RRR work and to disseminate findings.
- Represent ICMPD in relevant RRR related fora.

2. Planning and implementation of capacity development and technical assistance activities:

- Within the technical role and assigned area of work, plan and implement activities according to work plans, ensuring the timely accomplishment of outputs.
- Design and formulate content and scope for meetings, workshops and other activities, identify participants and resource persons.
- Develop capacity development tools, including delivery of training, and workshops.
- Coordinate implementation of activities with internal and external stakeholders, experts, and partners ensuring that activities are carried out according to agreed work plan and objectives. Ensure that the quality and nature of produced outputs are in line with specific ICMPD RRR standards.
- Monitor and assess progress of deliverables through missions, reviews and assessments.

3. Substantive contribution to portfolio development in the field of Return, Re-admission and Reintegration:

- Translate lessons learned into formulation of new projects/initiatives;
- Identify innovative ideas for new projects/initiatives;
- Support the development and formulation of new concepts/project proposals.
- Liaise with national and international counterparts, beneficiaries and donors, in order to develop concepts and ideas and obtain funding for new projects/initiatives in the thematic area;
- Work closely with Regional Offices, Programmes, Research, Migration Dialogues and Global Initiatives on portfolio development through composing, and providing content and quality control for, new project proposals/initiatives.
- Provide expertise and advisory inputs in the field of RRR.

KEY RESULTS (as per Job Component):

- Analytical findings and developments in RRR monitored, interpreted and translated into analysis and outputs, across ICMPD;
- Lessons learned, analytical and policy-relevant results assessed and shared internally and externally for advancing innovation and knowledge;
- Thematic or cross-cutting inputs to relevant policy debates, processes and events produced and delivered;

- Relevant networks cultivated and ICMPD's reputation in the field of RRR strengthened;
- Capacity development and technical assistance activities implemented according to work plan.
- Outputs related to area of work delivered in a timely and qualitative manner and in collaboration with stakeholders and partners.
- Expertise and advisory inputs provided in the field of RRR.
- Deliverables defined, formulated and produced according to highest analytical and professional standards.
- Achievements assessed and lessons learned generated.
- Qualitative inputs to formulation of new projects/initiatives formulated.

INCUMBENT PROFILE:

- A minimum of 5 years of position-relevant work experience in the field of Return, Readmission and Reintegration, including publications in relevant thematic areas.
- Experience in drafting studies, assessments and other publications related to RRR;
- Experience in supporting project development;
- Demonstrated skills in public speaking and experience in delivering training;
- Experience in management of experts and stakeholder relationships;
- A proven network among other related professionals
- Strong analytical, drafting and organisational skills.
- Excellent communication and presentation skills.

CORPORATE QUALIFICATIONS:

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