

ICMPD Job Profile

PROJECT OFFICER¹

ORGANISATIONAL SETTING:

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 18 Member States and over 75 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 250+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

The Migration Partnership Facility (MPF) is an EC-funded programme that supports the external dimension of the EU migration policy and its specific political and operational instruments.

The MPF has four Strands to its work:

Support to the EU's migration priorities with partner countries

Support to the enabling environment for partnership and effective knowledge management

Sustaining political dialogues and processes - the third phase of the Prague Process

Support to the implementation of pilot projects and interventions aligned to the new Talent Partnership.

FUNCTION (Task Identity):

The Project Officer is responsible for the implementation and coordination of MPF project activities. S/he coordinates implementation in collaboration with project stakeholders, beneficiaries, experts and partners.

The Project Officer administers grant contracts according to the approved project documentation, work plans and budgets, and in line with ICMPD's rules and business processes as well as partner and donor agreements. S/he is responsible for a timely achievement of high-quality outputs within the assigned area of work.

The Project Officer plans, organises and supervises the work of experts and contractors ensuring high quality and timeliness of their outputs. S/he contributes to production of substantive project content and prepares inputs to donor and other substantive reports. The Project Officer contributes to overall planning of the project and participates in project communications activities preparing content and inputs. The Project Officer assesses project results and formulates inputs to the development of new initiatives.

The Project Officer plays an important role in the preparation of learning products and materials for dissemination to the MPFs stakeholders, using lessons learned from the grant projects and other information. Under the supervision of senior staff, s/he will undertake desk and primary research and prepare analyses, lessons learned and other products to support the MPF's mandate to strengthen an enabling environment for cooperation on migration issues.

The Project Officer works under the supervision of the Senior Project Manager and in close collaboration with other project team members, particularly the project assistant(s), and project experts. S/he cultivates contacts with the project stakeholders and partners at the working level.

¹ This project profile is classified at IP2

TASKS AND RESPONSIBILITIES (per Job Component):

1. Planning and implementation of activities:

- Plan and organise activities in the assigned area of work in line with the project's work plan ensuring the timely accomplishment of work outputs.
- Identify bottlenecks. Propose solutions and corrective action when required and take action to implement.
- Analyse and synthesise information for implementation of project activities and coordinate tasks with partners in the assigned area of work.
- Initiate and follow up on mobilisation of experts, goods and services, capacity building and grants schemes. Prepare inputs to Terms of References and specifications.
- Organise consultant selection processes and interview panels.
- Participate in tender evaluations as a member of the evaluation panel.
- Coordinate work of experts, consultants and contractors ensuring that content and outputs are produced timely, according to project work plan and ICMPD's quality standards.
- Organise project events, meetings, workshops and other activities in line with project's work plan in the assigned area of work. Draft agenda, identify participants and resource persons.
- Prepare background materials for project events such meeting folders and inputs to speeches and presentations.
- Contribute to development of the project's communications and visibility plan. Prepare and coordinate preparation of inputs to its implementation
- Draft project correspondence.
- Update project contacts database.
- Maintain up-to-date project information including in ICMPD project management tool.
- Keep project assistant(s) informed about the project implementation progress.

2. Project administration and compliance:

- Regularly monitor expenditures and disbursements for the assigned area of work to ensure that budget allocations are not exceeded. Take corrective action as required.
- Initiate and follow-up on recruitment processes of consultants according to ICMPD's consultant management procedures.
- Initiate and follow-up on procurement processes according to ICMPD's procurement rules.
- Support management of consultant and procurement contracts. Confirm receipt of services and initiate payments according to agreed payments schedule. Ensure preparation of timesheets for project consultants. Evaluate the performance of consultants according to consultant's performance management system.
- Maintain project documentation electronically and on physical file.

3. Project content, reporting and contribution to project development:

- Review, comment upon and revise work outputs of consultants and contractors.
- Prepare inputs to project reports, presentations, briefs. Contribute to production of analysis and knowledge products by:
 - Compiling data, information and undertaking desk studies.
 - Drafting documents and inputs to documents according to ICMPD's quality standards.
 - Disseminating findings.
- Contribute to review and assessment of project results by identifying and recording best practices/lessons learned.
- Contribute to development and formulation of inputs to new project concepts, proposals, work plans and budgets as requested.

KEY RESULTS (as per Job Component):

- Project activities in the assigned area of work organised and implemented according to work plan.
- Project inputs administered according to ICMPD's rules and processes and donor requirements.
- Processes with external stakeholders, partners, consultants and contractors managed promptly.
- Deliverables of project consultants and contractors monitored and controlled.
- Financial expenditures on activities level controlled and maintained within the budgetary limits.
- Qualitative and timely contributions for formulation of learning and knowledge products provided.
- Qualitative contributions made towards assessment of project results and identification of lessons learned.

INCUMBENT PROFILE:

- A minimum of 3 years of position-relevant work experience in the field of the migration, at the international level, Africa in particular.
- Substantive knowledge of migration issues and related EU policies
- Demonstrated experience in the administration of projects and grants.
- Solid analytical, drafting and organisational skills
- Good communications and problem-solving skills.
- Experience in stakeholder relations management.
- Supervisory experience in management of experts as required by the position.
- Professional training in project cycle management is an asset.
- Strong ICT skills in MS applications.
- Willingness to travel.

CORPORATE QUALIFICATIONS:

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