

ICMPD Job Profile

ASSOCIATE PROJECT OFFICER¹

Centre of Practical Skills (CoPS)

ORGANISATIONAL SETTING:

The Centre for Practical Skills (CoPS) is part of a public-private initiative launched by ICMPD and its private sector partners to support the creation of sustainable and decent livelihoods for Nigerian youth, supporting economic development of Nigeria and tackling some of the root causes of irregular migration. In a nutshell, the initiative will encourage European investments in Nigeria and create training and employment opportunities for youth, with a particular focus on women and returnees. The private sector component of the initiative aims to provide eco-friendly business infrastructure in Enugu (Business Park) to stimulate investment, economic growth and job creation. It also aims to develop a Start-up Centre to facilitate entrepreneurship at local level, developing a solid partner and client base for European investors. ICMPD is leading the training component of the initiative, focussing on the creation of a sustainable vocational training centre, to provide demand-driven training and certification of skills of youth in technical areas, mainly linked with the construction industry. The successful trainees will receive employment with partner companies or support to create their own company/start-up thereby becoming self-employed and potentially generating additional jobs.

The present 18-month action will be focused on the set-up and roll-out of the CoPS in Enugu, Nigeria, including the start of the first phase of the training. Among other things, it will include the development of training programmes, job profiles and curricula, identification of teachers and trainees, training of trainers, setting up the project office as well as the training facilities, including the necessary infrastructure and equipment.

FUNCTION (Task Identity):

The Associate Project Officer supports the implementation of project activities. S/he contributes to organisation of project activities and administration of project inputs according to the approved project documentation, work plans and budgets, and in line with ICMPD's rules and business processes.

The Associate Project Officer supports coordination of activities with partners, beneficiaries and other stakeholders as well as the organisation and monitoring of the work progress of project consultants and contractors, s/he collects inputs and follows up on deliverables.

The Associate Project Officer contributes to the formulation of substantive project outputs and content and to the implementation of project communications activities. S/he prepares inputs to drafts of new initiatives and donor and other substantive reports.

The Associate Project Officer works under the supervision of the Project Manager and in close collaboration with other members of the project team. S/he collaborates with project assistant(s) for implementation of administrative activities.

¹ This project profile is classified at LP-1.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Implementation of project activities:

- 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, partners, 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. Follow up on processes and work deliverables.
- Contribute to preparation of substantive inputs to project events such as speeches and presentations and provide support to the organisation of events, meetings, workshops and other activities.
- Draft inputs to project correspondence.
- Provide support to the set-up, management and administration of the project office in Enugu, Nigeria

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:

- Support the formulation of analytical and substantive project inputs. Compile information and documentation and draft inputs.
- Prepare inputs to briefs, background papers, presentations, speeches.
- Conduct desk research, collect and analyse information and prepare documents.
- Edit and proof-read documents.
- Compile materials and inputs for communications activities.
- Support in the dissemination of project content through various channels.
- Update project contacts database.
- Provide inputs to new project proposals, work plans and budgets.

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.
- Efficient and effective support to the set-up, management and administration of the project office.

INCUMBENT PROFILE:

- A minimum of 1 year of position-relevant work experience in implementation of projects in the field of migration and/or technical vocational education and training.
- Substantive knowledge of migration issues.
- Strong skills in MS applications. Experience with SAP is an asset.
- Professional training in project cycle management is an asset.
- Good analytical and drafting skills.
- Good organisational skills.
- Willingness to travel.

CORPORATE QUALIFICATIONS:

- Experience in an international context.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station.
- Master's degree related to the area of work.