

ICMPD Job Profile

PROJECT ASSISTANT¹

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 Project Assistant implements administrative processes and provides support to implementation of activities.

The Project 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 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 Assistant works under the supervision of the Project Manager contributing to a smooth and timely delivery of project activities under the project(s)'s work plan and collaboratively with all members of project team(s) and the counterparts in ICMPD for implementation of the tasks.

¹ This project profile is classified at IS1 and LS1.

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.
- 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.
- Provide support to the set-up, management and administration of the project office in Enugu, Nigeria

2. Support to project activities:

- Implement administrative activities and processes in support to the organisation of project events, workshops and meetings.
- 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. Support to project formulation:

- Collect, compile and organise inputs to formulation of project proposal and documents for new projects.

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

INCUMBENT PROFILE:

- A minimum of 2 years of experience in project administration and implementation of projects in an international organisation context, including experience with office and cash management.
- Experience in organisation of events and meetings.
- Experience in working within a technical and vocational education and training environment is a distinct asset
- Knowledge of ERP systems – knowledge of SAP is 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 an international projects context.
- Proficiency in (verbal/written) English, proficiency in language of the duty station.
- Bachelor's degree in a relevant field.