

## ICMPD Job Profile

### PROGRAMME ASSISTANT- PRS<sup>1</sup>

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#### **ORGANISATIONAL SETTING:**

The Policy, Research and Strategy (PRS) Directorate is responsible for facilitating and enabling knowledge production, value creation and policy development, to lead ICMPD strategic processes, as well as to fully capitalise on the wealth of knowledge and experience produced in the organisation as a whole. It was formed to make sure that this knowledge and experience is shared through the organisation's wide-reaching networks, linking countries at all ends of migration flows with one another and benefitting its Member States. The PRS Directorate is furthermore charged with the strategy process of the organisation, including the effective monitoring and evaluation system and knowledge management. In order to fulfil these functions, the Directorate brings together four Units: External and Member States Relations, Policy, Research, and Strategy, Knowledge, Evaluation and Impact, as well as the Member States Programme.

The Member States Programme is shaped exclusively for ICMPD Member States and offers a set of activities developed according to their specific needs and priorities. Projects and initiatives with a special focus on its Member States are run under this programme.

The Policy Unit is ICMPD's institutional home for its policy analysis, engagement and advisory function. The unit implements its approach through targeted programmes that combine analytical policy work with monitoring of migration policy trends and developments, provision of expert advisory services and the building of networks and partnerships both inside and outside of ICMPD that together aim to improve and support better migration policy and practice.

#### **FUNCTION (Task Identity):**

The Programme Assistant works in the Policy, Research and Strategy (PRS) Directorate and implements administrative processes and provides support to the implementation of activities that primarily target ICMPD (EU) Member States.

S/he is responsible for the administrative processes of relevant PRS programmes and support functions across multiple projects. S/he organises various events and meetings being responsible for the management and implementation of the logistical arrangements and follow up. S/he compiles and prepares inputs to meetings, multiple project reports, presentations and communication materials and processes activities in support of recruitment and procurement actions as well as manages contracts with contractors. S/he is responsible for maintaining various projects' filing systems.

The Programme Assistant works under the supervision of the Project Manager and the Heads of Unit/Programme contributing to a smooth and timely delivery of activities under the projects' and Unit/Programme's work plan, collaboratively with all members of team and the counterparts in ICMPD for implementation of the tasks.

#### **TASKS AND RESPONSIBILITIES (per Job Component):**

##### 1. Project implementation

- Assist in implementation of multiple project activities in accordance with the work plans;

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<sup>1</sup> This job profile is classified at S2 grade.

- Support the organisation of programmes' and project events by taking care of administrative arrangements, transportation, hotel accommodation, interpretation, conference room reservations, audio-visual equipment, etc.
- Draft routine correspondence for project and programmes' activities implementation such as communication with service providers, experts, staff in the field, relevant counterparts etc.;
- Prepare administrative documents, collect and compile inputs to documents;
- Assist in processes for recruitment of project and programmes' staff and experts. Prepare vacancy notices, coordinate with PMOD (in HQ) or Administrative and Finance Officer (in Project Offices) and follow-up;
- Assist in procurement processes for conference/seminar services or other procurement actions;
- Process actions in SAP and other systems;
- Administer contracts with service providers, interpreters and experts;
- Collect, compile and organise background materials, documents and other materials for meetings;
- Compile and prepare inputs to reports, summaries, graphs and inputs to presentations in support to various activities;
- Provide support to the organisation of workshops and meetings being responsible for visa arrangements, flight bookings, meeting facilities and accommodation, social programme, catering, participant lists, DSA calculations;
- Organise regular and ad-hoc programmes' and project meetings; prepare minutes and summaries of actions to be taken, track progress on planned issues, follow-up with ICMPD staff;
- Maintain project and programmes' filing systems;
- Support the implementation of project-related communication activities;
- Perform any other duties as required.

## 2. Support to Project Formulation

- Assist in the formulation of new projects/tenders by preparing project administrative documents, correspondence, collect and compile inputs.
- Support and provide inputs to the formulation of project activities and documents as requested;
- Assist with background research in support of the formulation of project activities as requested.
- Support the provision of and formulate inputs to the development of new initiatives;
- Assist with the formulation of lessons learned and best practices from project implementation to feed into formulation of new projects;
- Provide support in conducting research for new projects;
- Assist in drafting concepts and project proposals, work plans and budgets for new projects.

### **KEY RESULTS (as per Job Component):**

- Administrative and logistical support activities implemented promptly, accurately and efficiently;
- Implementation of projects supported by efficient and timely support to organisation of activities;
- Maintenance of project filing systems;
- Procurement and recruitment processes implemented timely and in line with ICMPD rules and procedures and following the system steps.
- Project development and formulation supported by timely and correct preparation of supporting documents;

**INCUMBENT PROFILE:**

- A minimum of 4 years' experience in project administration and implementation of projects in an international organisation context;
- Experience in organisation 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 is required. Proficiency in French, Russian, or Arabic is an asset.
- Bachelor's degree.