

ICMPD Job Profile

PROJECT MANAGER¹ (Irregular Migration and Return)

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 60 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 350+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

The Western Balkans and Turkey Regional Office is the responsible organizational unit of ICMPD established to coordinate work of ICMPD within Western Balkans and Turkey. The main seat of the Regional Office is in Istanbul and the Regional Office operates through the offices located in Ankara, Belgrade, Sarajevo, Skopje and Pristina. ICMPD's portfolio within this region covers a wide range of thematic areas, including regular and irregular migration, border management, asylum and international protection, trafficking in human beings, migration policy development, migration and civil society, migration and development, notably the socio-economic integration of migrants and refugees, diaspora matters as well as inter-regional and cross-regional cooperation. Through working closely with national institutions, EU and partner countries, ICMPD provides support for further development of migration management systems within this region through allocated 50+ staff members. The assignment will be undertaken in the Western Balkans and Turkey Regional Office in Ankara.

FUNCTION:

The Project Manager is responsible for the management of ICMPD projects, primarily in the area of irregular migration and return in Turkey and for ensuring the smooth implementation of project activities, delivery of project outputs and the achievement of expected results.

In the short to medium term, projects under the portfolio of ICMPD Western Balkans and Turkey Office in the area of irregular migration and return, are expected to focus on providing capacity building support to national institutions in Turkey and promoting international standards in forced and assisted voluntary returns of irregular migrants, as well as the strengthening of migration dialogues between Turkey and main countries of origin. Other topics such as promotion of law enforcement cooperation and legal migration may also be covered.

The Project Manager organises for a prompt kick off/initiation of the project(s) in the area of irregular migration and return, including setting up and recruitment of project staff. S/he develops and maintains relationships with project donors, beneficiaries, partners and other stakeholders, plans and coordinates implementation of all aspects of the project ensuring that the project is managed according to the approved project documentation, work plans and budgets in line with ICMPD's rules and business processes as well as partner and donor agreements. The Project Manager ensures timely and quality delivery of project outputs and achievement of project results in close collaboration with the project team, project beneficiaries and donors, and ensures a smooth project finalisation and closure.

¹ This project profile is classified at LP3.

The Project Manager establishes and monitors the implementation of a project work plan ensuring that adequate data and information is gathered for assessment and reporting. S/he continuously analyses the implementation of the project, takes corrective action as required and assesses achieved results for quality and impact. The Project Manager plans and coordinates project communications activities and ensures that reporting on project progress and results is timely, of high quality and carried out in accordance with donor agreements. The Project Manager, ensures synergies with other relevant projects run by the ICMPD in Turkey and beyond, and participates in identifying and developing new projects and participates in resources mobilisation activities.

The Project Manager leads and supervises the project team consisting of ICMPD employees and external consultants ensuring that the team works according to the project work plan and produces timely and qualitative outputs. S/he assesses the performance of the project team members

The project manager coordinates work with the other Project Managers, co-operates with cross-organisational thematic technical specialists in ICMPD's Policy Unit and other administrative organisational Units, notably for financial management of the project

The project manager works under supervision of the Portfolio Manager responsible on Migration Management matters in Turkey and in coordination with Head of Office, project partners, donors and stakeholders

TASKS AND RESPONSIBILITIES:

1. Initiation of projects (irregular migration and return):

- Ensure a prompt kick-off of the project.
- Recruit members of the project team, when needed. Draft ToRs (use ICMPD standard Job Profiles as available), organise interview panels, follow-up on recruitment process ensuring timely deployment of the project team.
- Organise on-boarding for the newly recruited project team members. Establish project work plan ensuring adherence to the Project Document and direction of project towards planned targets and results. Coordinate with project stakeholders
- Coordinate project strategic direction and work plan with project partners.
- Establish effective collaboration and information flows with project stakeholders, donors and beneficiaries and key project experts ensuring that project's objectives, direction and expected results as well as implementation approach are well-communicated to all stakeholders.
- Assess and as necessary adjust, the initial project budget ensuring that the budget supports achievement of results within the timeline.
- Develop a communications plan for the project according to donor agreements and ICMPD's Communications Strategy. Coordinate set up of project website and social media contents. Initiate project contacts database
- Initiate project implementation by organising/coordinating organisation of kick off and inception events as applicable.

2. Project management and implementation:

- Organise work of the project team in line with the project work plan. Track and monitor implementation of the work plan and the timely accomplishment of project outputs. Take corrective action as required.
- Mobilise project staff and experts, goods and services, capacity building and grants schemes for activities, including reviewing and approving terms of references and specifications and overseeing contractors' work.

- Coordinate and follow-up with partners ensuring that activities are carried out according to agreed work plan and other agreements. Ensure that project's scope and direction remain relevant for achievement of the intended results.
- Ensure that project content and outputs are produced in a timely manner and according to project work plan and ICMPD's quality standards. Review, comment upon and approve project outputs (reports, presentations, publications). Ensures review and quality control of policy and research outputs by Policy and Research Units respectively.
- Oversee and coordinate organisation of meetings, seminars, workshops and other events. Ensure that agenda, technical notes and working group papers and other inputs to events are produced in a timely manner.
- Control and approve project correspondence.
- Assess project progress and results in close consultation with project stakeholders. Develop improvements to enhance performance of the project.
- Implement ICMPD's risk management system at project level. Take preventative and mitigation measures as applicable.
- Ensure and oversee a systematic monitoring of project activities and progress in line with ICMPD monitoring guidelines. Ensure data and information gathering for project monitoring.
- Organise scheduled and ad hoc project reviews.
- Monitor implementation of the project communications plan. Organise drafting of communications materials, edit project-related publications, coordinate and oversee inputs from the project team.
- Participate in, and chair project events, seminars and workshops. Present project results to various stakeholder groups such as Steering Committee/donors/beneficiaries.
- Participate on behalf of ICMPD in conferences/meetings/seminars relevant for the project.

3. Project administration and reporting, & donor relations:

- Ensure that project activities are implemented in an efficient and cost-effective manner in line with the work plan.
- Ensure that administrative processes such as procurement and contracting are carried out promptly and in accordance with ICMPD rules and established business processes. Ensure compliance with donor rules as applicable
- Identify and take corrective actions promptly.
- Oversee the appropriate use of project funds in accordance with the budget. Monitor and analyse budget implementation and adjust budget to changes in project work plan.
- Ensure timely reporting to donors and partners, oversee formulation and drafting of progress and final reports. Coordinate with Corporate Resources Management (CRM) Team for preparation of financial reports. Submit reports (full package) to donor according to established reporting schedule.
- Ensure project documentation is maintained and filed according to ICMPD policies.
- Coordinate and implement project closure activities.

4. Management of project team(s) and experts:

- Plan the composition of the project team, revise as required.
- Identify project experts. Draft/approve ToRs. Oversee timely deployment.
- Coordinate the work of the project team by allocating tasks, supervising task completion, coordinating work processes.
- Ensure effective and transparent management and communication processes within the project team. Keep the team abreast with developments relating to ICMPD.
- Oversee implementation of ICMPD's security system for staff safety, as applicable, in collaboration with ICMPD Senior Security Advisor and Head of Office as applicable.
- Evaluate the performance of project team and experts according to ICMPD's performance management system, report regularly on team performance to supervisor(s).

- Keep informed about the expertise/specialisation of project team members. Support development of expertise and knowledge in the team.

5. Participation in programme and portfolio development in the field of irregular migration and return:

- Monitor key developments in the field of irregular migration and return in relation to Turkey and its wider neighbourhood (notably in the EU and countries of origin), and contribute the development of relevant analytical products by ICMPD (e.g. policy briefs, commentaries, etc).
- Actively identify opportunities for expansion of ICMPD's activities and development of new initiatives.
- Provide and formulate inputs to development of new initiatives.
- Identify and formulate lessons learned and best practices from project implementation to feed into relevant analysis and the formulation of new projects.
- Provide support and participate as a member of ICMPD communities of expertise and practice in collaboration with the PRS and MDC.
- Develop and formulate new projects. Draft concepts and project proposals, work plans and budgets for new projects.
- Participate in resource mobilisation for new projects.

KEY RESULTS (as per Job Component):

- Project implemented according to project documentation, donor/partner agreements and project work plan and budgets in line with ICMPD's rules and business processes.
- High-quality project outputs and deliverables produced according to project plans.
- Project budget implemented according to ICMPD's rules and project narrative reports prepared according to donor agreements and ICMPD guidelines.
- Project Team deployed as per project work plan and the work of the team supervised and coordinated in a results-oriented and motivating manner.
- Project lessons learnt and best practices identified and documented.
- Ideas and concepts for new projects identified and new projects formulated.

INCUMBENT PROFILE:

- A minimum of 5 years of directly related experience in management of medium to large projects in the field of migration.
- Substantive knowledge of migration issues, and specifically knowledge of migration management in Turkey.
- Experience in and knowledge of the field of irregular migration and return, preferably gained in an international context, is an asset.
- Experience in management of donor and partner relations.
- Proven experience in project financial management.
- Experience in management of project teams and experts.
- Professional training in project cycle management. Certification in project management (Prince2 or similar) is a distinct asset.
- Strong analytical, drafting and organisational skills.
- Solid communications skills.

CORPORATE QUALIFICATIONS:

- Experience in an international context.
- Proficiency in (verbal/written) English and Turkish, proficiency in another language, such as of a Country of Origin, is an asset.

- Master's degree in international relations, migration studies, regional studies, or social sciences or another a relevant area