

ICMPD Job Profile

PROJECT OFFICER¹ (IBM4TR)

ORGANISATIONAL SETTING:

The International Centre for Migration Policy Development (ICMPD) is an international organisation that promotes 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 300+ 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 organisational 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 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, border management, asylum and international protection, trafficking in human beings migration, migration policy development, migration and civil society, and 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.

Border Management and Security issues are among the key matters on which ICMPD has supported national authorities in Turkey. ICMPD's overall support and projects in this area will further focus on providing capacity-building support to national institutions in Turkey and further strengthening border management systems in Turkey, and prevention of irregular migration

As part of the Border Management and Security portfolio of the Western Balkans and Turkey Regional Office, the Project Officer will be responsible for supporting the management and implementation of the assigned projects and further developing projects in Turkey. S/he will work under the overall oversight of the Portfolio Manager and direct supervision of the Project Manager. S/he will cooperate and coordinate the work regularly with ICMPD's Border Management and Security Programme (BMS). The assignment will be undertaken in the Western Balkans and Turkey Regional Office in Ankara.

FUNCTION:

The Project Officer in the border management field is a specialised thematic role within ICMPD Turkey's Border Management Programme. The Project Officer supports the Project Manager for the implementation and coordination of project activities. S/he supports project activities and coordinates implementation in collaboration with project stakeholders, beneficiaries, experts and partners.

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

The Project Officer plans, organises, and supervises experts and contractors' work, ensuring high quality and timeliness of their outputs. S/he contributes to the production of substantive project content and prepares

¹ This project profile is classified at LP2.

inputs to donor and other substantive reports. In addition, the Project Officer contributes to the project's overall planning 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 works under the supervision of the 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 operational level.

TASKS AND RESPONSIBILITIES:

1. Planning and implementation of activities:

- Plan and organise activities in the assigned work area 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 the 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 the project's work plan in the assigned work area. Draft agenda, identify participants and resource persons.
- Prepare background materials for project events such as meeting folders and inputs to speeches and presentations.
- Contribute to the development of the project's communications and visibility plan. Prepare and coordinate the 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 work area 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 the agreed payments schedule. Ensure preparation of timesheets for project consultants. Evaluate the performance of consultants according to the consultant's performance management system.
- Maintain project documentation electronically and on a 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 the production of project content 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 developing and formulating inputs to new project concepts, proposals, work plans and budgets as requested.

KEY RESULTS:

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

INCUMBENT PROFILE:

- A minimum of 3 years of position-relevant work experience in supporting medium to large multi-sector projects in the field of migration and/or border management.
- Substantive knowledge of local and regional migration and border management issues.
- Solid analytical, drafting and organisational skills.
- Good communications and problem-solving skills.
- Experience in stakeholder relations management.
- Supervisory experience in the management of experts as required by the position.
- Professional training in project cycle management is an asset
- Strong ICT skills in MS applications. Experience with SAP is an asset.
- Willingness to travel.

CORPORATE QUALIFICATIONS:

- Experience in the international context.
- Proficiency in (verbal/written) Turkish and English
- Master's degree in law, international relations, migration and/or security studies, regional studies, or social sciences or related to the area of work.