

## ICMPD Job Profile

### PROGRAMME ASSISTANT<sup>1</sup> (IBM4TR)

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

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 been supporting 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.

#### **FUNCTION:**

As part of the Border Management and Security portfolio of the Western Balkans and Turkey Regional Office; the Programme Assistant (IBM4TR) will be responsible for supporting the implementation of the assigned projects. 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 administrative work regularly with ICMPD's Border Management and Security Programme (BMS).

S/he will principally support the project team(s) with backstopping, logistical and administrative tasks (expert contracting, procurement and activities such as meetings, workshops, study visits, trainings, etc.), preparation and collection of financial supporting documents, and the maintenance of project documentation. The Programme Assistant (IBM4TR) compiles data and prepares accurate and timely reports for financial and administrative activities. S/he deals with outmost care with payments in cash and from bank account ensuring correctness of supporting documentation.

The Programme Assistant (IBM4TR) 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.

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<sup>1</sup> This job profile is classified at LS2.

The assignment will be undertaken at the Western Balkans and Turkey Regional Office in Ankara.

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

### 1. Support to project administration:

- Provides administrative and logistical support to the project(s) (expert contracting, procurement and activities such as meetings, workshops, study visits, trainings, preparation and collection of financial supporting documents, visa arrangements, flight bookings, meeting facilities and accommodation, social programme, catering, participant lists, DSA calculations etc.);
- Work with the SAP Business One software system and liaise with operations support and finance department;
- Assist with meeting logistics (being responsible for e.g. meeting room, audio-visual equipment, name tags, logistics for arrivals and departures, DSA payments in cash);
- Deliver efficient, timely and innovative support to the organisation of events;
- Assist in procurement processes for conferences/seminar services or other procurement actions foreseen in projects;
- Collect, compile and organise background documents and other materials for meetings;
- Prepare briefings, minutes of meetings, summaries, graphs and presentations as input to various organisational processes;
- When necessary assist in the drafting of background papers and research activities;
- Draft routine correspondence, Notes Verbale, communication with service providers, interpreters, experts and other relevant counterparts;
- Maintain a filing system.

### 2. Support to project activities:

- Support development and maintenance of all quantitative and qualitative monitoring tools;
- Prepare and compile monthly financial overview reports;
- Maintain files and records according to ICMPD procedures;
- Support project audits by ensuring documentation is in place;
- Develop, under the guidance of the Project Manager and in consultation with relevant colleagues at project and institutional level, innovative methodologies and operating procedures, in line with ICMPD rules and procedures, to constantly improve the efficient implementation of the project activities;
- Prepare informal and *ad hoc* translations from/to Turkish to/from English;
- Assist the Project Manager with administrative/logistical tasks if and when required;
- Perform other *ad hoc* and general administrative support as required.

### 3. Support to Donor reporting requirements

- Support the production of timely and accurate narrative and financial reports for the Donor(s) in line with reporting requirements and the forecasting and coordination of reporting activities;
- Ensure that Donor(s) reports are developed in coordination and consultation with the Portfolio Manager, Project Manager, the respective ICMPD operation teams, such as Corporate Resources Management( CRM), at Headquarters to ensure necessary information is being accurately captured;
- Maintain a database of the final versions of the reports.

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

- Support functions related to project development within the programme and implementation executed promptly, accurately and efficiently;
- Project activities supported by efficient and timely implementation of logistical support to programme events, meetings and workshops;
- Donor reports compiled in line with donor requirements and following the applicable ICMPD business processes;
- Administrative steps in the procurement and recruitment processes implemented timely and in line with ICMPD rules and procedures and following the applicable business processes;
- Project filing system maintained accurately.

**INCUMBENT PROFILE:**

- Minimum of 4 years' of experience in operations and programme/project management at local or international level in international organisations or NGOs;
- Experience in supporting donor reporting (both narrative and financial).
- Knowledge of Enterprise Resource Planning (ERP) systems, knowledge of SAP is an asset.
- Excellent organisational skills with attention to detail and accuracy.
- Experience in managing conflicting priorities and working within tight deadlines.
- Strong teamwork and interpersonal skills.
- Proactive attitude.
- Adaptability and flexibility.
- Excellent command of standard MS-office software.

**CORPORATE QUALIFICATIONS:**

- Prior experience working with international projects or with an international organisation is an asset.
- Proficiency in (verbal/written) English and Turkish, proficiency in another language is an asset.
- Bachelor's degree in a relevant field.