

ICMPD Job Profile

PROJECT ASSISTANT¹ (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 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

As part of the Border Management and Security portfolio of the Western Balkans and Turkey Regional Office; the Project Assistant will be responsible for supporting the implementation of the assigned projects. S/he will work under the overall oversight of the Portfolio Manager (WBTR) and direct supervision of the Project Manager.

The assignment will be undertaken in Ankara at the premises of the Ministry of Interior-General Directorate of Provincial Administration (GDPA), Border Management Department, supporting the implementation of ICMPD projects. S/he will work under the functional supervision of senior staff from the GDPA Border Management Department while reporting to the ICMPD Project Manager (IBM4TR), and under the oversight of ICMPD's Portfolio Manager (WBTR).

FUNCTION (Task Identity):

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

The Project Assistant prepares administrative documents and correspondence. S/he implements processes supporting recruitment and procurement actions in line with ICMPD rules and procedures and administers contracts. S/he processes payments and maintains the 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,

¹ This project profile is classified at LS1.

compiles, and organises inputs to meetings, project reports, presentations, communication materials, and new projects.

The Project Assistant performs the project related tasks given by the management of the Border Management Department of the GDPA, as well as contributes to a smooth and timely delivery of project activities under the project(s)'s work plan and collaboratively with all members of the project team(s) and the counterparts in ICMPD for implementation of the tasks. S/he is responsible for regular communication and flow of information between the MoI and ICMPD.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Support to project administration:

- Assist in the 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 experts, 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.

2. Support to project activities:

- Implement administrative activities and processes in support of 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, charts, and presentations supporting various project activities.
- Collect, compile and organise inputs to PI/PR materials as required.
- Provide administrative support to the implementation of project communication activities.
- Perform any other duties as required.

3. Support to project formulation:

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

KEY RESULTS (as per Job Component):

- Administrative activities implemented promptly, accurately and efficiently.
- Project activities supported by the 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.

INCUMBENT PROFILE:

- A minimum of 2 years of experience in project administration and implementation of projects in an international organisation context.
- Experience in the 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 teamwork and interpersonal skills.
- Adaptability and flexibility.
- Excellent command of standard MS-office software.

CORPORATE QUALIFICATIONS:

- Experience in international projects.
- Proficiency in (verbal/written) Turkish and English.
- Bachelor's degree in a relevant field.