

ICMPD Job Profile

ASSOCIATE PROJECT OFFICER¹

ORGANISATIONAL SETTING:

The Regional Coordination Office for Silk Routes of ICMPD is implementing various projects within the region dealing with various thematic areas such as migration governance and border management, reintegration and the participation of private sector, and awareness raising and information campaigns to promote safe and regular migration and prevent irregular migration. The projects have varied activities such as research and mapping, community outreach, publication of information materials, engagement with public and private stakeholders related to migration including academia and media, and capacity building. These will be primarily conducted in Bangladesh and Sri Lanka. The objectives of these projects are to improve migration governance and mobility with full respect to human rights and protection of migrants, and engagement with public and private sector representatives at the national and local level.

FUNCTION (Task Identity):

The Associate Project Officer supports the implementation of project activities. S/he contributes to organisation of project activities and administration of project inputs according to the approved project documentation, work plans and budgets, and in line with ICMPD's rules and business processes.

The Associate Project Officer supports coordination of activities with partners, beneficiaries and other stakeholders as well as the organisation and monitoring of the work progress of project consultants and contractors, s/he collects inputs and follows up on deliverables.

The Associate Project Officer contributes to the formulation of substantive project outputs and content and to the implementation of project communications activities. S/he prepares inputs to drafts of new initiatives and donor and other substantive reports.

The Associate Project Officer works under the supervision of the Project Manager and in close collaboration with other members of the project team. S/he collaborates with project assistant(s) for implementation of administrative activities.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Implementation of project activities:

- Contribute to the timely accomplishment of project outputs in the assigned field of work by organising, coordinating and implementing project activities.
- Support day-to-day planning and the follow-up with partners and stakeholders on implementation of project activities.
- Support mobilisation of experts, goods and services, capacity building and grants schemes, including preparation of inputs to Terms of References and specifications and follow up on recruitment and contracting process.
- Support coordination of experts, consultants and contractors' work. Follow up on processes and work deliverables.
- Contribute to preparation of substantive inputs to project events such as speeches and presentations and provide support to the organisation of events, meetings, workshops and other activities.

¹ This project profile is classified at LP1.

- Draft inputs to project correspondence.

2. Project administration and compliance:

- Implement administrative activities and processes in accordance with ICMPD rules and established business processes.
- Support management of expert and procurement contracts. Confirm receipt of services and initiate payments according to agreed payments schedule.
- Maintain project documentation electronically and on physical file.

3. Project content:

- Support the formulation of analytical and substantive project inputs. Compile information and documentation and draft inputs.
- Prepare inputs to briefs, background papers, presentations, speeches.
- Conduct desk research, collect and analyse information and prepare documents.
- Edit and proof-read documents.
- Compile materials and inputs for communications activities.
- Support in the dissemination of project content through various channels.
- Update project contacts database.
- Provide inputs to new project proposals, work plans and budgets.

KEY RESULTS (as per Job Component):

- Project activities in the area of work assigned organised and implemented according to project's work plan.
- Timely and qualitative contributions made to production of project outputs.
- Timely and qualitative contributions to production of project content delivered in the assigned area of work.
- Timely support provided to coordination of project implementation with project partners, beneficiaries, and other stakeholders.

INCUMBENT PROFILE:

- A minimum of 1 year of position-relevant work experience in implementation of projects in the field of migration.
- Substantive knowledge of migration issues.
- Strong skills in MS applications. Experience with SAP is an asset.
- Professional training in project cycle management is an asset.
- Good analytical and drafting skills.
- Good organisational skills.
- Willingness to travel.

CORPORATE QUALIFICATIONS:

- Experience in international context.
- Proficiency in (verbal/written) English.
- Master's degree related to the area of work.