

## ICMPD Job Profile

# ASSOCIATE PROJECT OFFICER<sup>1</sup> - European Union Global Diaspora Facility (EUDiF)

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### ORGANISATIONAL SETTING:

The European Union Global Diaspora Facility (EUDiF) is **the first-ever global effort aiming to strengthen collaboration and engagement between diaspora development organisations, countries of origin and the European Union (EU)**. The Facility, which runs from June 2019 until December 2022, is funded by the EU and implemented by the International Centre for Migration Policy Development (ICMPD).

EUDiF consists of four interlinking components:

- **Component 1: Research and Knowledge** - Research and knowledge management activities, including a global mapping of diaspora engagement and thematic case studies;
- **Component 2: Capacity Development** - Targeted capacity development activities for countries of origin and diaspora organisations;
- **Component 3: Dialogue and Partnerships** - Outreach, consultations and meetings with diaspora organisations in Europe, EU partner countries and EU Member States;
- **Component 4: Diaspora Expertise** - Mobilisation of diaspora experts for development projects.

Together, these activities will generate a consolidated knowledge base on diaspora engagement practices, address the capacity building needs and priorities of governments and diaspora organisations, strengthen and expand pre-existing networks, formalise diaspora-EU interaction and promote diaspora as development actors.

### 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 Senior Project Manager and Head of Programme and in close collaboration with other members of the project team. S/he collaborates with the project assistant for implementation of administrative activities.

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<sup>1</sup> This project profile is classified at IP1.

## **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.
- 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 and diaspora 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 and French, proficiency in a major EU language, Russian, or Arabic is an asset.
- Master's degree related to the area of work.