

## ICMPD Job Profile

### PROJECT ASSISTANT<sup>1</sup>

---

#### **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.

#### **FUNCTION (Task Identity):**

The Project Assistant implements administrative processes and provides support to implementation of activities in the Regional Office (RO), Western Balkans and Turkey, for the regional management team (Head of Region and Regional Portfolio Managers). The Project Assistant reports to the Associate Project Officer (RO).

The Project Assistant prepares administrative documents and correspondence. S/he implements processes in support of recruitment and procurement actions in line with ICMPD rules and procedures and administers contracts. S/he processes payments and maintains 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, compiles and organises inputs to meetings, project reports, presentations, communication materials and towards formulation of new projects.

The Project Assistant contributes to a smooth and timely delivery of project activities under the project(s)'s work plan and collaboratively with all members of project team(s) and the counterparts in ICMPD for implementation of the tasks.

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

##### 1. Support to project administration:

- Assist in implementation of project activities in accordance with the work plan.
- Prepare administrative documents, collect and compile inputs to documents.

---

<sup>1</sup> This project profile is classified at LS1.

- Draft routine correspondence for project implementation.
- Prepare inputs to implementation processes such as recruitment of expert, 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 to 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, graphs and presentations in support to various project activities.
- Collect, compile and organise inputs to PI/PR materials as required.
- Provide administrative support to implementation of project communication activities.
- Perform any other duties as required.

## 3. Support to project formulation:

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

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

- Administrative activities implemented promptly, accurately and efficiently.
- Project activities supported by 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 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 team work and interpersonal skills.
- Adaptability and flexibility.
- Excellent command of standard MS-office software.

**CORPORATE QUALIFICATIONS:**

- Experience in international projects.
- Proficiency in (verbal/written) English and Turkish.
- Knowledge in other languages, in particular languages of Western Balkan countries, is an asset
- Bachelor's degree in a relevant field.