

## ICMPD Job Profile

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

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#### **ORGANISATIONAL SETTING:**

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting 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 200+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

ICMPD is implementing component 3 of the project '*Organized Crime: West African Response to Trafficking*' (OCWAR-T), September 2019-December 2022 in collaboration with the ECOWAS Commission, Abuja, Nigeria. ICMPD is also supporting the implementation of the project '*Strengthening the Provision of Support for Reintegration of Vulnerable Persons, including Victims of Trafficking, returning to Nigeria (PROSPECT)*' (September 2021-June 2022) under the framework of the European Return and Reintegration Network (ERRIN).

The Project Assistant will be part of the ICMPD Anti-Trafficking Programme (ATP) based in Abuja, Nigeria. The assignment will be undertaken in the premises of the ICMPD Regional office for West Africa and will include travel in the ECOWAS region and Mauritania (as required).

The Project Assistant will work under the supervision of the Project Manager who is also based in Abuja, Nigeria.

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

The Project Assistant implements administrative processes and provides support to implementation of activities implemented in West Africa (OCWAR-T, PROSPECT) as well as to support the development of new projects. S/he cultivates smooth working relationships with the project stakeholders and partners at the working level.

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 works under the supervision of the Project Manager contributing 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.

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

## **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.
- 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:

- Communicate with stakeholders (participants, partners, experts, contractors, project staff) on routine matters related to project activities
- Assist in the formulation of work plans and provide inputs to project resource planning.
- Assist the project team in all administrative support tasks on-site at meetings, including note taking.
- 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 proposals 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; proficiency in French is considered a distinct asset.
- Bachelor's degree in a relevant field such as administration, finance and/or management.