

ICMPD Job Profile

PORTFOLIO MANAGER¹

ORGANISATIONAL SETTING:

FUNCTION (Task Identity):

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 350+ 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 the 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 migration, border management, asylum and international protection, trafficking in human beings, migration policy development, migration and civil society, 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. The assignment will be undertaken in the Western Balkans and Turkey Regional Office in Ankara.

Within the Regional Office Western Balkans and Turkey the Portfolio Manager (PM) is responsible for the oversight of a thematically diverse and/or geographically focussed portfolio of projects in an assigned area and the development and initiation of new projects and initiatives. S/he develops and implements sustainable portfolio strategies, identifies new project opportunities, potential business partners and donors, as well as actively contributing to resource mobilisation activities.

S/he plans and coordinates the implementation of portfolio activities ensuring that they are managed according with ICMPD/MDC as well Regional Office strategies, work plans and budgets, in line with ICMPD's rules and business processes as well as partner and donor agreements.

S/he coordinates the timely deployment of project teams and monitors progress of portfolio implementation. S/he provides continuous feedback on operational performance initiating portfolio performance improvements as required. The PM ensures that planning and implementation processes are applied by the projects and that timely reporting to donors is undertaken by the projects within her/his portfolio.

The PM further develops her/his assigned portfolio in coordination with her/his designated supervisor. In this context, s/he maintains targeted liaison and undertakes outreach activities with relevant business partners and donors, ensuring wider visibility of ICMPD activities.

The Portfolio Manager works under the supervision of the respective Head of Region (HoR) of Western Balkans and Turkey Regional Office in close collaboration with Heads of Offices in the countries within her/his portfolio,

¹ This project profile is classified at LP4.

the Senior Project Manager(s), other Portfolio Managers in her/his region/programme and the respective Regional Resources Manager (RRM). S/he supervises respective Project Managers falling under her/his portfolio responsibility and maintains effective working relationships with all relevant ICMPD Directorates, Units and the Brussels Mission to ensure effective information flows.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Participation in strategic direction and partnerships:

- Oversee, coordinate and manage the planning and delivery of portfolio activities as well as monitor the progress of the operational portfolio programme.
- Actively market and promote ICMPD's activities by building a network of key business partners, keeping abreast of social, economic, political trends and apply innovation to portfolio development and resource mobilisation.
- Participate in strategic dialogues within ICMPD/MDC and with external business partners in the process of further development of the portfolio formulation.
- Represent ICMPD/MDC in official events, meetings and conference when required.

2. Outreach, Portfolio Development and Growth :

- Translate lessons learned into formulation of new projects/initiatives;
- Identify innovative ideas for new projects/initiatives;
- Support the development and formulation of new concepts/project proposals;
- Liaise with national and international counterparts, beneficiaries and donors, in order to develop concepts and ideas and obtain funding for new projects/initiatives;
- Identify potential partners to pursue new opportunities and ensure portfolio growth by delivering a quality service to maintain a competitive edge.
- Negotiate partnering arrangements on all aspects related to project design and implementation.
- Plan project resourcing by defining organisational structure and staffing requirements and key budgetary parameters in close collaboration with the respective RRM (as applicable) and in line with ICMPD procedures.
- Coordinate proposal and project document drafting processes ensuring the substantive and programmatic quality of documentation for best practice and lessons learnt. Coordinate peer review of project proposals as needed.

3. Oversight of the portfolio:

- Monitor progress of portfolio implementation maintaining an updated overview of implementation of all aspects of the portfolio, including a comprehensive financial overview.
- Undertake monitoring missions to evaluate progress, identify problems and take appropriate and timely decisions.
- Provide feedback on operational performance to project managers prompting performance improvements as required.
- In collaboration with the respective RRM (as applicable), monitor financial implementation of projects throughout the assigned portfolio ensuring adherence to set financial targets and timelines. Provide feedback to project managers on project financial performance and advice to address challenges and bottlenecks.
- Provide strategic advice and trouble-shooting support to project teams as required.
- Maintain an overview of project reporting to donors and according to corporate requirements.
- Prepare regular reports on the performance of portfolio.
- Coordinate and collaborate with donors on issues related to implementation of the portfolio or specific project-level challenges.

- Identify and formulate lessons learnt and best practices from projects implementation to feed into formulation of new projects.

4. Team management:

- Contribute to ICMPD capacity development in effective portfolio delivery by focusing on learning, coaching and mentoring team members, field staff and internal partners.
- Provide guidance and supervision to the project managers within the assigned portfolio.
- Ensure effective and transparent communications with project managers and keep project managers abreast with developments relating to ICMPD.
- Evaluate the performance of the supervisees according to ICMPD's performance management system and report on performance to the respective supervisor.
- Provide guidance to the project managers on the application of ICMPD procedures in the planning, and implementation of projects to project managers.
- Ensure information and knowledge sharing.

KEY RESULTS (as per Job Component):

- High-quality inputs provided to formulation of portfolio strategies and work plans.
- Partnership networks and relationships with range of actors and stakeholders – both implementing partners and donors – within the portfolio developed and managed.
- Portfolio-related outreach and resource mobilisation activities implemented in a results-oriented manner.
- New initiatives identified in line with ICMPD/MDC strategies.
- Project concepts developed and formulated for regional, thematic and country level implementation.
- New projects at regional and country levels operationalised and initiated in a timely manner.
- Oversight over project level planning and implementation ensured, and accurate project performance indicators and recommended corrective measures developed.
- Strategic advice, guidance on application of rules and procedures and trouble-shooting support to implementation of projects provided.
- Performance of the project managers within the portfolio supervised and evaluated.

INCUMBENT PROFILE:

- A minimum of 8 years of position-relevant experience in management of complex, multi-stakeholder, and donor initiatives in the field of migration.
- Substantive knowledge of migration related matters.
- Strong experience in development and formulation of projects across various sectors.
- Proven experience in developing solutions to multi-dimensional (political/technical) problems.
- Substantive knowledge of the region and regional migration challenges.
- Proven experience in development of partnerships, resources mobilisation for new initiatives and formulation of projects.
- Strong negotiation and communication skills.
- Strong advisory competence on project management issues.
- Experience in management of project teams and experts.

CORPORATE QUALIFICATIONS:

- Experience in an international context.
- Proficiency in (verbal/written) English and Turkish, proficiency in another major EU language, Russian, or Arabic is an asset.
- Master's degree related to the area of work.