

ICMPD Job Profile

ASSOCIATE PROJECT OFFICER¹ - BORDER MANAGEMENT & RISK ANALYSIS (NACORAC)

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 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.

Border Management and Security issues are among the key matters that ICMPD has supported national authorities in Turkey. ICMPD's overall support and projects in this area will further focus on providing capacity-building support to national institutions in Turkey and further strengthening border management systems in Turkey, and prevention of irregular migration

As part of the Border Management and Security portfolio of the Western Balkans and Turkey Regional Office, the Associate Project Officer will be responsible for supporting and implementing the EU-funded 'Supporting the Institutional Capacity of Directorate General of Provincial Administration (DGPA)'s National Coordination and Joint Risk Analysis Centre (NACORAC)' project and for further developing projects for cooperation in Turkey.

S/he will work under the overall oversight of the Head of Region and direct supervision of the Portfolio Manager responsible for migration management related projects. S/he will work under the overall oversight of the Portfolio Manager and direct supervision of the Project Manager.

The assignment will be undertaken at ICMPD's Regional Office Western Balkans and Turkey, Ankara Office.

¹ This project profile is classified at LP-1.

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 performs the project related tasks, as well as contributes to a smooth and timely delivery of project activities under the project(s)'s work plan and collaboratively with all members of the project team(s) and the counterparts in ICMPD for implementation of the tasks. 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.
- 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 and Turkish.
- Proficiency in a major EU language, is an asset.
- Master's degree related to the area of work.