

ICMPD Job Profile

PROJECT OFFICER - OPERATIONS (Centre of Practical Skills)¹

ORGANISATIONAL SETTING:

The Centre for Practical Skills (CoPS) is part of a public-private initiative launched by ICMPD and its private sector partners to support the creation of sustainable and decent livelihoods for Nigerian youth, supporting economic development of Nigeria and tackling some of the root causes of irregular migration. In a nutshell, the initiative will encourage European investments in Nigeria and create training and employment opportunities for youth, with a particular focus on women and returnees. The private sector component of the initiative aims to provide eco-friendly business infrastructure in Enugu (Business Park) to stimulate investment, economic growth and job creation. It also aims to develop a Start-up Centre to facilitate entrepreneurship at local level, developing a solid partner and client base for European investors. ICMPD is leading the training component of the initiative, focussing on the creation of a sustainable vocational training centre, to provide demand-driven training and certification of skills of youth in technical areas, mainly linked with the construction industry. The successful trainees will receive employment with partner companies or support to create their own company/start-up thereby becoming self-employed and potentially generating additional jobs.

The present 18-month action will be focused on the set-up and roll-out of CoPS in Enugu, Nigeria, including the start of the first phase of the training. It will include the development of training programmes, job profiles and curricula, identification of teachers and trainees, training of trainers, setting up the project office as well as the training facilities, including the necessary infrastructure and equipment.

FUNCTION (Task Identity):

The Project Officer – Operations is responsible for the implementation and coordination of project activities. S/he supports planning of project activities and coordinates implementation in collaboration with project stakeholders, beneficiaries, experts and partners. Under the supervision of the Project Manager, s/he ensures the appropriate day-to-day running of the ICMPD project office in Enugu.

The Project Officer – Operations administers project inputs according to the approved project documentation, work plans and budgets, and in line with ICMPD's rules and business processes as well as partner and donor agreements. S/he is responsible for a timely achievement of high-quality outputs within the assigned area of work.

The Project Officer – Operations organises and supervises the work of experts and contractors ensuring high quality and timeliness of their outputs. S/he contributes to production of substantive project content and prepares inputs to donor and other substantive reports. S/he contributes to overall planning of the project and participates in project communications activities preparing content and inputs. S/he assesses project results and formulates inputs to the development of new initiatives.

The Project Officer – Operations works under the supervision of the Project Manager and in close collaboration with other project team members, particularly the project assistant(s), project officers and project experts. S/he cultivates contacts with the project stakeholders and partners at the working level.

¹ This project profile is classified at LP2.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Planning and implementation of activities:

- Plan and organise activities in the assigned area of work in line with the project's work plan ensuring the timely accomplishment of work outputs.
- Identify bottlenecks. Propose solutions and corrective action when required and take action to implement.
- Analyse and synthesize information for implementation of project activities and coordinate tasks with partners in the assigned area of work.
- Initiate and follow up on mobilisation of experts, goods and services, capacity building and grants schemes. Prepare inputs to Terms of References and specifications.
- Organise consultant selection processes and interview panels.
- Participate in tender evaluations as a member of the evaluation panel.
- Coordinate work of experts, consultants and contractors ensuring that content and outputs are produced timely, according to project work plan and ICMPD's quality standards.
- Organise project events, meetings, workshops and other activities in line with project's work plan in the assigned area of work. Draft agenda, identify participants and resource persons.
- Prepare background materials for project events such meeting folders and inputs to speeches and presentations.
- Contribute to development of the project's communications and visibility plan. Prepare and coordinate preparation of inputs to its implementation
- Draft project correspondence.
- Update project contacts database.
- Maintain up-to-date project information including in ICMPD project management tool.
- Keep project assistant(s) informed about the project implementation progress.

2. Project and Project Office administration and compliance:

- Under the supervision of Project Manager, ensure appropriate daily operations of the project office in Enugu, including procurement of supplies, services and equipment, as well as maintenance of assets and infrastructure.
- Regularly monitor, and report on expenditures and disbursements for the assigned area of work to ensure that budget allocations are not exceeded. Take corrective action as required.
- Initiate and follow-up on recruitment processes of consultants according to ICMPD's consultant management procedures.
- Initiate and follow-up on procurement processes according to ICMPD's procurement rules.
- Support management of consultant and procurement contracts. Confirm receipt of services and initiate payments according to agreed payments schedule. Ensure preparation of timesheets for project consultants. Evaluate the performance of consultants according to consultant's performance management system.
- Maintain project documentation electronically and on physical file.

3. Project content, reporting and contribution to project development:

- Review, comment upon and revise work outputs of consultants and contractors.
- Prepare inputs to project reports, presentations, briefs.
- Contribute to production of project content.
- Contribute to review and assessment of project results by identifying and recording best practices/lessons learned.
- Contribute to development and formulation of inputs to new project concepts, proposals, work plans and budgets as requested.

KEY RESULTS (as per Job Component):

- Appropriate day-to-day running of the ICMPD project office in Enugu is ensured.
- Project activities in the assigned area of work organised and implemented according to work plan.
- Project inputs administered according to ICMPD's rules and processes and donor requirements.
- Processes with external stakeholders, partners, consultants and contractors managed promptly.
- Deliverables of project consultants and contractors monitored and controlled.
- Financial expenditures on activities level controlled and maintained within the budgetary limits.
- Qualitative contributions made towards assessment of project results and identification of lessons learned.

INCUMBENT PROFILE:

- A minimum of 3 years of position-relevant work experience in the field of technical and/or vocational training, including in management of relevant projects;
- Experience with office management and procurement, is an advantage.
- Knowledge of migration issues is an advantage.
- Solid analytical, drafting and organisational skills.
- Good communications and problem-solving skills.
- Experience in stakeholder relations management.
- Supervisory experience in management of experts as required by the position.
- Professional training in project cycle management in an asset
- Strong ICT skills in MS applications. Experience with SAP is an asset.
- Willingness to travel.

CORPORATE QUALIFICATIONS:

- Proficiency in (verbal/written) English; proficiency in the Igbo language.
- Master's degree in a relevant area.