

ICMPD Job Profile

ASSOCIATE PROJECT OFFICER¹

ORGANISATIONAL SETTING:

The International Centre for Migration Policy Development (ICMPD) is an international organisation that promotes innovative, comprehensive and sustainable migration policies. With 19 Member States and over 90 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 460+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

ICMPD is currently implementing a project in Ghana called the ***Strengthening Border and Migration Management in Ghana project (SMMIG)***. The project officer will support the implementation of the Information Communication Technology (ICT) component of the project.

FUNCTION (Task Identity):

The Associate Project Officer supports the implementation of project activities, including IT support related 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 works under the supervision of the Project Manager and in close collaboration with other members of the project team. 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 and capacity building activities, including preparation of inputs to Terms of References and technical 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.

¹ This project profile is classified at LP-1.

- Draft inputs to project correspondence.
- Draft activity reports and provide input to annual reports.
- Provide basic support to the office on IT related issues.

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 are 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, experts and other stakeholders.

INCUMBENT PROFILE:

- A minimum of 2 years of position-relevant work experience in implementation of projects. ICT and/or cybersecurity.
- Strong skills in MS applications; knowledge of IT, software applications and operations, is an asset.
- Professional training in project cycle management is an asset.
- Experience in graphic design is an asset.
- Good analytical and drafting skills.
- Good organisational skills.
- Willingness to travel.

CORPORATE QUALIFICATIONS:

- Experience in international context.
- Experience working with government institutions.
- Proficiency in (verbal/written) English; proficiency in French is an asset.
- Master's degree related to the area of work.