

## ICMPD Job Profile

### Administrative Officer – Field Office Tunisia (FO-TN)<sup>1</sup>

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#### Main Purpose

The Administrative Officer (AO-FO-TN), reporting to the HoO, manages the day-to-day administrative functions in the Field Office (FO-TN) (e.g. budgetary, financial, human resources including procurement and logistics, shared services (ICT and security) in accordance with ICMPD rules and procedures. Working closely with the HoO/RMO and in consultation with the Regional Office (RO) and relevant Headquarter (HQ) Units, s/he provides advice to project teams, and takes routine decisions on the administrative processes based on clearly established authority and corporate guidelines.

#### Role

The AO-FO-TN acts as the ICMPD Office Manager for the FO-TN and provides support to the opening, maintenance and closing of Field Offices. S/he acts as the internal security focal point for the FO-TN, ensuring implementation of safety and security management measures for premises, vehicles, operations and safety of employees, in alignment with ICMPD's Security Policy and Procedures. The AO-FO-TN coordinates the work of the local Programme/Project Assistants, planning and arranging administrative activities with the Portfolio Managers, Senior Project Managers (SPjMs) and Project Managers (PjMs), ensuring effective and timely delivery of administrative and shared services.

#### Functions / Key Results Expected

- The AO-FO-TN works closely with the RMO/HoO in the preparation of the shared services budget for the FO-TN and Field Offices. Monitor expenditure, ensuring that budget limits are adhered to.
- Organise and manage the FO-TN premises and the establishment of an asset management system for the FO-TN.
- As applicable, search and propose suitable premises in locations conducive for efficient operations. Negotiate lease agreements with the objective of ensuring best possible conditions. Coordinate with the landlord on maintenance and repairs according to the relevant lease agreement(s). Coordinate access to reliable services (e.g. water, electricity, heating). Organise cleaning, negotiate cleaning contracts (if outsourced to a company) and supervise cleaning personnel.
- Organise and coordinate logistics support. Procure insurances for premises, equipment and office vehicles according to the ICMPD insurance policy, ensuring that insurances provide relevant cover and conditions. Identify and initiate procurement of local travel services, as applicable;

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<sup>1</sup> This project profile is classified at LP2.

- In cooperation with the ICT Officer in Malta and Vienna, identify and select local providers for ICT services, maintenance and support. Organise and procure ICT equipment for use by local and international ICMPD employees;
- Coordinate the implementation of safety and security measures for all office premises, including preparing emergency plans and procedures and vehicle security in close coordination with Senior Security Advisor. Coordinate initial induction and ongoing guidance to employees about applicable security and safety policies and procedures. Ensure adherence of office installations to local safety regulations. Collect and report to the HoO with information on any security and safety incidents. Support the implementation of training and evacuation exercises;
- Identify needs and procure items for shared supplies such as furniture, office supplies, cleaning materials, etc. Maintain vendor lists and supplier evaluations;
- In close cooperation with the RMO/HoO, act as petty cash custodian and banking administrator preparing transfers and reconciliation of bank statements. Undertake petty cash transactions and compile and submit Field Office reports according to reporting timelines. Monitor local bank account for the replenishment and payments.
- Monitor status of the FO-TN expenditures and allotments, record variations and update budget tables.
- Prepare VAT or Withholding taxes reports/requests and submit to Ministry of Finance.
- Maintain financial files and records according to ICMPD procedures.
- Compile accounting documentation in support of project audits.
- Coordinate the work of the pool of Programme/Project Assistants by allocating tasks, supervising task completion and coordinating work processes. Ensure equitable distribution of tasks; Ensure effective and transparent management and communication processes
- Provide input to the performance evaluation of Programme/Project Assistants according to ICMPD's performance management system. Report on team performance to the relevant supervisor;

### Required Expertise

- Effective resource planning and operational office administration in an international context.
- Capability to explore ways to deal with common office management challenges and propose improvements to the way resources are planned and delivered.
- Analytical thinking and ability to plan, coordinate and manage operational services, ensuring cost-efficient operational support.
- Ability to integrate new approaches and innovations and ensure the cost-effective use of resources.
- Capability to successfully build networks and partnerships and effectively coordinate the work of others.

### Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 3 years of experience in office administration and management (including safety and security measures), at the international level.
- Experience in working with local authorities and businesses;
- Proficiency in (verbal/written) English, French and Arabic.
- Proficiency in the use of standard IT tools.