

ICMPD Job Profile

PROJECT ASSISTANT¹

Organizational Setting

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 19 Member States and over 60 projects active throughout Europe, Africa, Asia and Latin America, ICMPD is a growing organisation and has ever-more relevant presence in its field. The organisation's greatest assets are its 450+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

Main Purpose

Under the supervision and guidance of the Office Manager, the Project Assistant provides support to the implementation of project, programme and office activities. S/he organises project events and meetings being responsible for the support to logistical arrangements and DSA payments. S/he organises inputs to meetings, project reports, presentations, communication materials and towards the formulation of new projects.

Role

As an active member of the project, country and/or regional teams, the Project Assistant contributes to the efficient operation of project and programme implementation by providing assistance and advice on the standard administrative practices and operating procedures of ICMPD.

Functions / Key Results Expected

- Support the implementation of project activities in accordance with the work plan and support the formulation of proposals and documents for new projects.
- Draft routine correspondence, format reports, technical documents, communication and other material in accordance with standard ICMPD operating procedures.
- Prepare inputs to implementation processes such as recruitment of experts, procurement and contracting. Prepare vacancy notices, organise expert travel. Administer contracts with service providers, interpreters and experts. Monitor payment schedules and implement payments.
- Make arrangements for internal/external meetings and other events, including the logistics, preparation of invitation letters, compilation and distribution of working documents and other materials. Organise meeting facilities and accommodation, social programme, catering, audio-visual equipment and logistics for arrivals and departures.
- Make visa, travel and hotel arrangements, prepare travel authorizations/claims for the supervisor(s) and/or participants and compile, calculate and prepare cost estimates.

¹ This project profile is classified at LS1.

- Make calculations for DSA and implement DSA payments in cash.
- Process payments in SAP.
- Take and prepare minutes and/or notes of internal meetings.
- Update and maintain information databases, such as mailing lists, document tracking systems and management reporting systems on the status and completion of work plans.

Required Expertise

- Effective administrative support to the management of projects and project teams in an international context.
- Capability to establish effective relationships within project teams to understand and meet their needs.
- Ability to gather and analyse information, identifying critical relationships and patterns among data and proposes workable solutions.
- Upon consultation with supervisor/manager, ability to make decisions in full compliance with ICMPD's operational regulations and rules.
- Client orientation.
- Capability to successfully build strategic networks and partnerships.
- Teamwork.

Qualifications, Experience and Language Skills

- Bachelor's Degree related to the area of work.
- A minimum of 2 years of experience in project administration and implementation of projects in an international organisation context.
- Experience in the organisation of events and meetings.
- Knowledge of ERP systems – knowledge of SAP in an asset.
- Good organisational skills.
- Experience in managing conflict priorities and working with tight deadlines.
- Strong teamwork and interpersonal skills.
- Excellent command of standard MS-office software.
- Proficiency in (verbal/written) English, proficiency in French and Arabic.