

ICMPD Job Profile

Junior Policy Officer¹

Functional Overview

The Junior Policy Officer contributes to the implementation of policy engagement and analytical activities as well as providing support to the organisation and implementation of policy project activities. The focus is on contributing to meaningful stakeholder consultations and events to collect input and develop impactful and timely policy documents, as well as to engage and communicate on ICMPD's policy results.

Key Results

Policy Monitoring and Analytical Activities: Various information sources (websites, publications, specialised journals and news outlets) regularly and systematically monitored for public and expert-level policy discussions in the areas of work and issues of interest subsequently identified. Background research effectively conducted and draft inputs formulated and drafted for policy documents such as papers, briefs, blogs and infographics. The implementation of data collection, analysis and the publication process capably supported.

Policy Project Operations: The planning and organisation of related project activities, including reporting, administrative procedures and documentation systematically supported, ensuring the timely preparation and dissemination of relevant reports. Effective support provided to analysis and policy formulation processes linked to project activities. Contributions provided to the development of new projects and initiatives.

Support to Stakeholder Engagement: Proactive support provided to stakeholder identification, outreach and engagement activities, with a focus on the organisation of in-person and online events and meetings. Such activities ably supported by talking points, background and presentation material, summaries and reports, as well as the oversight of logistics, in close coordination with other team members.

Communication and Knowledge Management: Efficient support provided to the preparation and subsequent dissemination of communication materials for relevant communication outlets and channels (email, social media, websites). Assistance provided in the analysis and recording of policy results in ICMPD, and support to related knowledge management processes.

Required Expertise

- Capability to effectively carry out policy engagement and analytical support activities in an international context.
- Ability to identify priority activities and assignments and to manage simultaneously occurring tasks and shifting priorities.
- Adaptability, high level of autonomy, good organisational skills.
- Ability to conceptualise approaches to support the design, development and implementation of policy, analytical, engagement and communication activities.
- Capability to establish good working relations with different teams and stakeholders to ensure effective coordination in the assigned area of work.

Required Expertise Qualifications, Experience and Language Skills

- Master's Degree related to the area of work or equivalent.
- Minimum of 1 year of experience in the field of migration or broader public policy analysis/engagement in international organisations, think-tanks, embassies or other relevant institutions.
- Excellent analytical skills.

¹ This job is classified at IP1

- Good understanding of key tenets of migration governance and the European political landscape.
- Good writing skills in particular for policy-related audiences.
- Proficiency in (verbal/written) English, proficiency in other languages is an asset.
- Proficiency in the use of standard IT tools.