

ICMPD Job Profile

Project Officer¹

ORGANISATIONAL SETTING:

The overall objective of the project “ Assisting Tunisian Authorities to Combat Trafficking in Persons in the Context of Mixed Migration” is to support Tunisian authorities and TIP stakeholders to effectively manage TIP cases and represent TIP victims by enabling practical application of their knowledge and capacity.

FUNCTION (Task Identity):

The Project Officer(PO) is responsible for implementation of the project. The PO administers project inputs and organises project activities and is responsible for a timely achievement of high-quality project outputs within his/her area of work. The PO generates substantive project outputs and project content as well as contributes actively to the knowledge management process of ICMPD and the continuous development of new projects. The PO contributes to overall planning of the project and participates in project communications activities preparing content and inputs

The PO supervises the work of project experts and consultants. S/he works under the supervision of the Portfolio Manager in Tunisia and technical guidance of the ATP programme in Vienna, and in close collaboration with other staff within the Project Team.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Project Implementation:

- Plan and organise day-to-day project activities according to the project’s work plan;
- Coordinate implementation of activities by regular and active communication with stakeholders (partners, experts);
- Design and organise project events, meetings or workshops. Design and formulate content and scope, draft agenda and identify participants and resource persons;
- Prepare invitations and receive registrations, identify and organise venue, travel, accommodation, and translation/interpretation. Prepare expenditure reports on cash disbursements during events;
- Prepare substantive background papers for project events (meeting folders, speeches, presentations etc.);
- Develop and draft project PI/PR materials such as newsletters, write-ups according to project communication plan
- Draft project correspondence;
- Prepare ToRs for recruitment of experts and specifications for procurement of services, works and supplies;

¹ This job profile is classified at LP2 grade.

- Initiate and follow-up on recruitment processes of experts according to ICMPD's recruitment procedures (prepare recruitment requests, organise and participate in selection processes and interview panels). Plan and organise expert travel;
- Initiate and follow-up on procurement processes according to ICMPD's/donor's procurement rules, collect and compile quotations, evaluate offers, participate in evaluations of tenders as a member of the evaluation panel;
- Organise, monitor and backstop the work of project experts, administer time sheets;
- Manage expert and procurement contracts by verifying the quality of inputs and initiating payments according to agreed payment schedules;
- Formulate and draft analytical inputs to project implementation, compile and draft briefs, background papers, presentations, speeches. Compile and draft inputs on project implementation to internal and external project reviews and reports;
- Assess and monitor progress of project activities through monitoring missions, record findings in mission reports;
- Participate on behalf of ICMPD in conferences/meetings/seminars relevant for the respective areas of work. Update knowledge in thematic/sector work area.

2. Project administration and compliance

- Regularly monitor project expenditures, ensure that budget allocations are not exceeded. Identify resource deficiencies. Take corrective action as required;
- Participate in the implementation of the project monitoring and evaluation plan;
- Input contacts and relevant information into ICMPD's contact and project data base;
- Maintain project documentation electronically on shared drive.

3. Production of Project Outputs and Knowledge Generation:

- Plan, initiate and coordinate processes for production of project outputs (research publications, studies, policy papers, thematic/sector reports etc.) by:
 - Selecting instruments and methodology;
 - Selecting experts;
 - Conducting desk research, collecting and compiling data, materials and literature from various sources, analysing, drafting findings;
 - Organising editing/proof-reading and translation;
 - Disseminating findings by making presentations at workshops, meetings, events and through website and academic publications, as applicable;
 - Reviewing, commenting and revising project content and ensure that project outputs are produced according to ICMPD's quality standards.
- Review and assess project results and identify best practices/lessons learned, translate into new project concepts, papers and reports;
- Identify project opportunities, draft inputs to and/or draft new project concepts, proposals, work plans and budgets;

KEY RESULTS (as per Job Component):

- Project activities organised and implemented according to work plan;
- Project inputs administered according to ICMPD's rules and processes/procedures and donor requirements
- Project financial expenditures maintained within the budgetary limits;
- Project outputs related to area of work delivered in a timely and qualitative manner;
- Substantive project content defined, formulated and produced according to highest analytical and professional standards;
- Project achievements assessed and lessons learned generated;
- Qualitative inputs to formulation of new projects provided.

INCUMBENT PROFILE:

- A minimum of 3 years' of experience in management of projects and programmes in the field of migration with a focus on Combatting Trafficking of Human Beings;
- Experience in management of Project Teams and/or experts;
- Substantive knowledge of migration issues;
- Experience in donor coordination and knowledge of the Country context are highly desirable.
- Professional training in project cycle management;
- Solid analytical, drafting and organisational skills.
- Good communications and problem-solving skills.
- Experience in stakeholder relations management.

CORPORATE QUALIFICATIONS:

- Experience in international organisations;
- Proficiency in verbal and written English, Arabic and French;
- Masters degree (or equivalent) related to the area of work.