

ICMPD Job Profile

Associate Project Officer¹ - BOMCA 10 (Afghanistan)

ORGANISATIONAL SETTING:

Border Management Programme in Central Asia and Afghanistan (BOMCA) Phase 10 (further referred as project) aims to enhance security, stability and sustainable growth in the region, as well as support cross-border cooperation and improve living conditions for people living in the border areas of Central Asia and Afghanistan. Thematically, the project covers four components: institutional development of border management agencies, improvement of detection capacities, trade facilitation and improvement of cross-border cooperation. Geographically, the project covers six countries in the region (Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan) and has a total budget of 21.65 M EUR.

The project is funded by the European Union and implemented by a consortium of the border management agencies of the selected EU MSs and ICMPD, led by the State Border Guard of Latvia. Thematic component leaders are based in the respective EU MSs and ICMPD HQ. The BOMCA Secretariat, located in ICMPD HQ in Vienna, is fully responsible for financial, administrative and technical management of the project. Regional structure of the programme consists of the Regional Office in Bishkek (Kyrgyzstan), and Country Offices for Afghanistan and Dushanbe (Tajikistan), Nur-Sultan (Kazakhstan), Bishkek (Kyrgyzstan), Tashkent (Uzbekistan) and Ashgabat (Turkmenistan).

FUNCTION (Task Identity):

The Associate Project Officer –BOMCA 10 Country Coordination (Afghanistan) is responsible for providing support to the implementation and coordination of project activities with the Project Specialist – BOMCA 10 Technical Lead in Dushanbe and Component Leaders at the national level. S/he supports planning of project activities and coordinates implementation in collaboration with project stakeholders, beneficiaries, experts and partners.

The Associate Project Officer – BOMCA 10 Country Coordination (Afghanistan) administers project inputs according to the approved project documentation, work plans and budgets, and in line with ICMPD's rules and business processes as well as partner and donor agreements. S/he is responsible for a timely achievement of high-quality outputs within the assigned area of work.

The Associate Project Officer – BOMCA 10 Country Coordination (Afghanistan) supports organisation and monitoring of the work of experts and contractors. S/he contributes to production of substantive project content and prepares inputs to donor and other substantive reports. S/he contributes to the overall planning of the project and participates in project communications activities preparing content and inputs. S/he assesses project results and formulates inputs to the development of new initiatives.

The Associate Project Officer –BOMCA 10 Country Coordination (Afghanistan) reports to the Project Specialist – BOMCA 10 Technical Lead for Afghanistan and Tajikistan. In coordination with the ICMPD Regional Coordinator for Eastern Europe and Central Asia looks for potential synergies, cooperation and opportunities in mutual interests to BOMCA and ICMPD. S/he works in close collaboration with other project team members and s/he cultivates contacts with the project stakeholders including the Embassy of Afghanistan to Tajikistan and partners at the working level.

¹ This project profile is classified at LP1

TASKS AND RESPONSIBILITIES (per Job Component):

1. Project kick-off:

- Support prompt start of the project: administrative set-up and inception meetings with the national counterparts, project partners and international organizations.
- Contribute to organisation of kick-off event.
- Contribute to the detailed project work plan at the national level.

2. Planning and implementation of activities:

- Contribute to planning and organise activities in line with the project's work plan ensuring the timely accomplishment of work outputs.
- Maintain close relationships with beneficiaries agencies and contact persons designated
- Identify bottlenecks. Contribute to solutions and corrective action when required and take action to implement.
- Support analysis and synthesises of information for implementation of project activities and coordinate tasks with partners in the assigned area of work.
- On request of Technical Advisor for Afghanistan and Tajikistan initiate and follow up on mobilisation of experts, goods and services, capacity building and grants schemes. Prepare inputs to Terms of References and specifications.
- Participate in tender evaluations as a member of the evaluation panel.
- Coordinate work of experts, consultants and contractors ensuring that content and outputs are produced timely, according to project work plan and ICMPD's quality standards.
- Organise project events, meetings, workshops and other activities in line with project's work plan in the assigned area of work. Review draft agenda, identify participants and resource persons.
- Support timely deployment of experts for the national events.
- Contribute to background materials for project events such meeting folders and inputs to speeches and presentations.
- In cooperation with Regional Communication Officer ensure the implementation of the BOMCA Communications Strategy and Communications and visibility plan at the national level.
- Draft project correspondence.
- Update of project contacts database.
 - Maintain up-to-date project information including in ICMPD project management tool.
 - Maintain contact with EUD and other project partners. Provide input/update/identify synergies upon coordination with the Senior Project Manager – BOMCA 10 Region .

3. Project administration and compliance:

- Initiate and follow-up on recruitment processes of consultants according to ICMPD's consultant management procedures.
- Initiate and follow-up on procurement processes according to ICMPD's procurement rules.
- Support management of consultant and procurement contracts. Confirm receipt of services and initiate payments according to agreed payments schedule. Ensure preparation of timesheets for project consultants. Evaluate the performance of consultants according to consultant's performance management system.
- Maintain project documentation electronically and on physical file.

4. Project content, reporting and contribution to project development:

- Contribute to review, comment upon and revise work outputs of consultants and contractors.
- Contribute to project reports, presentations and briefs.
 - Contribute to production of project content by collecting background information for the activities

- In line with the approach on monitoring thematic progress, established by the Regional Manager for the region, follow-up on status of implementation of recommended actions of the specific activities
- Contribute to review and assessment of project results by identifying and recording best practices/lessons learned.
- Contribute to development and formulation of inputs to new project concepts and proposals.

KEY RESULTS (as per Job Component):

- Project activities in the assigned area of work organised and implemented according to work plan.
- The status of implementation is permanently monitored, proposals on improvement are identified and reported to the Technical Advisor.
- Project inputs administered according to ICMPD's rules and processes and donor requirements.
- Project Communications and Visibility Strategy activities implemented.
- Processes with external stakeholders, partners, consultants and contractors managed promptly.
- Deliverables of project consultants and contractors monitored and controlled.
- Financial expenditures on activities level controlled and maintained within the budgetary limits, proper reporting provided.
- Qualitative and timely contributions for formulation of project content provided.
- Qualitative contributions made towards assessment of project results and identification of lessons learned.

INCUMBENT PROFILE:

- A minimum of 1 year of position-relevant work experience in the field of the border / migration management.
- Substantive knowledge of border management and migration issues.
- Solid analytical, drafting and organisational skills.
- Good communications and problem-solving skills.
- Experience in stakeholder relations management.
- Professional training in project cycle management in an asset.
- Strong ICT skills in MS applications. Experience with SAP is an asset.
- Willingness to travel in the region of Central Asia and Afghanistan.

CORPORATE QUALIFICATIONS:

- Experience in international context.
- Proficiency in (verbal/written) English, Russian and Pashto/Dari.
- Master's degree.