

Vacancy Announcement VA15P011V01
Senior Project Manager
Support to the Africa-EU Migration and Mobility Dialogue (MMD)

Duty station:	Vienna, Austria (with regular travel)
Start date:	15 September 2015
Duration:	1 year renewable – Full-time
Eligible nationalities:	All
Deadline for applications:	5 August 2015
Issue date:	15 July 2015
Vacancy Reference:	VA15P011V01

The International Centre for Migration Policy Development (ICMPD), an international organisation with its headquarters in Vienna, Austria, is looking for qualified candidates to fill the position of Senior Project Manager for the Support to the Africa-EU Migration and Mobility Dialogue (MMD).

The Senior Project Manager will steer the MMD project with its various components. S/he will report to the Director who will provide ultimate, overall strategic oversight and steering and will ensure high level political intervention. The Senior Project Manager will lead the overall management of a multi-component initiative, including intergovernmental consultations and capacity building.

Tasks and Responsibilities

The Senior Project Manager is required to undertake the following specific tasks:

- Provide project management leadership to all project staff; coordinate the work of the project team, oversee individual inputs and track individual tasks as necessary; prepare and lead regular project management meetings.
- Oversee and manage resource allocation, procurement and contracting, in the latter case in particular under the Facility component of the project.
- Monitor implementation of the work plan and accomplishment of project outputs.
- Regularly review work plan to track implementation and to ensure that the project is on schedule, reflect any adjustment or changes, and take corrective action as required.
- Coordinate and oversee the organisation of the project's main activities: intergovernmental consultations, technical assistance and capacity building.
- Manage the overall quality control of the project
- Oversee external relations for the project with the establishment and maintenance of contacts with a wide range of governmental and non-governmental (esp. in the area of diaspora) stakeholders.
- Carry out other related tasks as assigned.

Qualification and Experience

- Advanced university degree (Masters) in a relevant discipline, such as political/social science, Law, International Relations or Policy.
- Minimum of 10 years of relevant experience in progressively responsible positions including roles in strategic management, partnership building and resources mobilisation and programme management, project implementation.
- Strong leadership and teambuilding abilities, managerial competencies and representational, negotiation and advocacy skills.
- Excellent interpersonal and communication skills.
- Substantive knowledge of EU-Africa political instruments and dialogues and a good understanding of migration policies and programmes.
- Sound knowledge of African political realities in the area of migration
- Sound knowledge of EU policy (home and foreign) with specific knowledge in Migration and migration related policy.
- Fluency in English and French as well as knowledge of Portuguese and/or Arabic would be an advantage.

Remuneration

ICMPD offers a competitive salary commensurate with the successful applicant's experience and education.

Contact

Please address all your enquiries to vacancy@icmpd.org, indicating vacancy number and title of post in the subject line.

Application Procedure

Interested candidates are requested to submit their application through the ICMPD online recruitment system at <http://www.icmpd.org/Current-Vacancies.1665.0.html> by midnight (CET) of the closing date specified above. For this purpose, you will first need to register with the ICMPD website. Once you have entered your data you will be able to quickly apply for further vacancies and ICMPD can contact you if opportunities matching your profile arise in the future.

Please note that in the course of the online application you are requested to upload your CV in the EuropeAid format. The template is available for download at <http://www.icmpd.org/Current-Vacancies.1665.0.html>.

Should you experience technical difficulties with the online application system please send your application per e-mail to vacancy@icmpd.org, specifying the type of difficulties you encountered.

Recruitment starts immediately upon publication of this vacancy announcement and posts may be filled already before the indicated application deadline. Therefore, we encourage you to submit your application early. Only short-listed applicants will be contacted.

Interviews are envisaged to be held in the second half of August 2015. Applicants are expected to be available during this time period for a personal/skype/telephone interview.

Selected candidates will have to provide a signed statement of exclusivity and availability, as well as evidence supporting the educational and professional experience record as per CV. This is a mandatory requirement for EuropeAid tenders.

The actual appointment of the successful candidate is conditional upon the award of the project contract.