

ICMPD Job Profile

Head¹ - Policy Unit

Functional Overview

The Head of the Policy Unit leads ICMPD's integrated policy and thematic specialist functions across priority areas, ensuring that the organisation's work is supported by strategic policy analysis and specialised thematic expertise. Reporting to the Director of the Policy, Research and Strategy Directorate, this function guides interventions and outputs to achieve coherent, high-quality results that reinforce ICMPD's impact and relevance in line with organisational priorities.

The Head of Policy assesses migration trends and policy developments in Europe and globally, ensuring ICMPD's work remains proactive and responsive. They oversee the delivery of policy outputs and the mobilisation of thematic expertise, guiding teams to turn policy insights and operational expertise into actionable recommendations, and support effective programming guidance, technical assistance, and institutional learning. The role ensures thematic inputs are provided and that standards and quality assurance frameworks are consistently applied organisation-wide.

The Head of Policy provides senior leadership to a multidisciplinary team of specialists, ensuring high-quality delivery, professional development, and effective coordination of work. They collaborate closely with the Head of Research, Regional Offices, Unit Heads, and other stakeholders to align activities with organisational priorities.

Key Results

Strategic positioning, direction and planning: Migration trends and policy developments are analysed, drawing on thematic expertise and operational evidence to inform ICMPD's strategic policy directions. Policy and thematic priorities, plans, and engagement approaches are formulated to reinforce the policy-practice nexus and support coherence, responsiveness, and practical relevance across portfolios and operations. Findings and insights are communicated to senior and executive management to inform strategic decision-making.

Policy development, quality assurance and knowledge: Policy and technical thematic outputs are developed to high standards and in support of strategic priorities. Specialist inputs and quality assurance frameworks are leveraged to ensure coherent, relevant, and impactful contributions across portfolios. Operational lessons and policy and thematic insights are transformed into internal reference materials and externally shared knowledge products, reinforcing ICMPD's visibility and influence while embedding policy-practice integration. Internal collaboration, knowledge sharing, and capacity development are fostered to strengthen institutional expertise and ensure teams can deliver high-quality, evidence-informed interventions.

Engagement, representation and partnerships: ICMPD's profile as a policy and expert organisation is advanced through active participation in relevant fora and dialogues. Strategic relationships with relevant policy actors and networks in member and partner states are cultivated and expanded to foster collaboration,

¹ This profile is classified at IP5.

high-quality delivery and influence. Strategic engagement and meaningful contributions to the migration debate are advanced through internal flagship initiatives, especially the Vienna Migration Conference, to foster ICMPD's strategic relevance and positioning.

Portfolio development and resource mobilisation: Opportunities for internal collaboration, and external initiatives, partnerships and funding are identified, assessed, and pursued. Funding priorities are monitored, and planning processes for activities and partnerships are conducted to achieve intended outcomes and sustain the Unit's work. Strategic guidance and oversight ensure that business development activities support and align with organisational priorities.

Leadership and resource stewardship: Human and financial resources within the Unit are managed to ensure efficiency, sustainability and alignment with organisational priorities. A high performance, collaborative and learning oriented culture is fostered through clear direction, feedback and support to staff. Decision making is principled and data informed, with risks surfaced and addressed proactively. Collaboration across the teams is enabled through shared planning, aligned standards and consistent communication. The Unit demonstrates credibility, reliability and solution orientation in its engagement with functions and teams across the organisation, contributing to a culture of accountability and continuous improvement across ICMPD.

Required expertise

- In-depth knowledge of European migration governance, international policy processes, and related donor and partner landscapes, with the ability to translate developments into strategic recommendations that inform positioning, programming, and engagement.
- Strong analytical capacity to interpret complex policy, operational, and thematic evidence, synthesise insights, and guide the production of actionable outputs that shape strategic policy directions and influence international debates.
- Expertise in overseeing the development, quality assurance, and dissemination of policy and thematic outputs, knowledge products, and guidance, ensuring consistency, credibility, and alignment with organisational priorities.
- Proven experience representing an organisation at EU, regional, and international policy fora, expert platforms, and public engagements.
- Demonstrated ability to guide institutional learning, internal guidance, and capacity-building initiatives to strengthen organisational expertise and performance.

Qualifications, experience and language skills

- Master's degree in migration studies, public policy, international relations, law, or a related field.
- Minimum of ten years of progressively responsible experience in migration policy development and engagement within an international context.
- Proven experience in leading policy programmes, partnerships, and strategic initiatives at regional or global level.
- Demonstrated experience in strategic policy planning, project development, and resource mobilisation, including identification and pursuit of opportunities for initiatives, partnerships, and donor engagement.
- Proven experience in organising and overseeing international, multi-stakeholder, and high-level policy events, conferences, and strategic dialogues.
- Strong leadership experience managing multi-disciplinary, multicultural teams, fostering collaboration and accountability, including guidance of senior experts.
- Demonstrated capacity to manage complex reporting lines and effective collaboration within broader organisational frameworks.
- Proficiency in English is required. Proficiency in another major EU language, Russian or Arabic is an asset.
- Proficiency in the use of standard IT tools.