

ICMPD Job Profile

Project Manager¹, India

Functional Overview

Within the Directorate for Migration Dialogues and Cooperation (MDC), specifically the Regional Office Silk Routes, the Project Manager, based in Delhi (India), is responsible for the management and coordination of ICMPD's project portfolio and engagement with stakeholders in India, ensuring alignment with national priorities, project objectives and ICMPD thematic objectives across institutionally and thematically diverse initiatives.

In this context, the Project Manager in India is managing implementation of the project "*European Legal Gateway Office Pilot in India*" funded by the European Commission through the Migration Partnership Facility (MPF). The Legal Gateway Office in India constitutes effective ICMPD operational presence in country and includes project implementation and structured interaction with internal and external counterparts. The incumbent represents ICMPD and its operations in India in technical and operational forums in India and Europe, ensuring consistent messaging aligned with ICMPD's mandate, priorities, and approved activities, and escalates strategic or political matters as appropriate.

The Project Manager plans, coordinates, and oversees the implementation of the above-mentioned project and project teams in India, as well as any other assigned projects in India, ensuring timely delivery and compliance with ICMPD's regulatory framework, standard administrative practices, operating procedures, and partner and donor agreements. The role includes oversight of key project partnerships, workplans, and budgets, proactive identification of implementation risks, and resolution of operational bottlenecks.

Project implementation is aligned with the priorities of the Government of India, relevant national stakeholders in the areas of migration and border governance, and international donor requirements. The incumbent supports the consolidation and further development of strategic national partnerships and contributes to project development, capacity development, and resource mobilisation efforts, in line with ICMPD rules and procedures.

The Project Manager in India, works under the supervision of the Head of Region, Silk Routes, and in close coordination with relevant ICMPD units, supporting the operational oversight of ICMPD presence in India, including coordination of human resources, planning, project implementation, stakeholder engagement, and operational resource mobilisation, ensuring coherence with ICMPD business processes and institutional priorities.

The incumbent liaises closely with Indian authorities, beneficiaries, and international donors, in coordination with the Regional Office Silk Routes management and works collaboratively with other ICMPD teams and units to ensure institutional coherence and alignment. Coherence between India-based operations and back-office functions is maintained through regular coordination with the Gateway Support Office Coordinator and relevant ICMPD units.

¹ This profile is classified at LP3.

In line with formal designation procedures, the incumbent may be assigned the function of Head of Office, which would include additional responsibilities in areas such as representation, security, delegated authority, and the operational functioning of the office, including the supervision of national staff.

Key Results

Project Management and Oversight: Country-level project activities and office operations in India are planned, coordinated, and delivered in line with approved workplans, budgets, donor agreements, and ICMPD rules and procedures. In collaboration with relevant stakeholders, project plans, scope, objectives, timelines, and budgets are developed and maintained, ensuring appropriate allocation of resources and technical expertise. Milestones and quality standards are established to monitor progress, manage changes to scope, schedule, and costs, and ensure the required quality of project outputs. Project risks are identified, analysed, and monitored, and appropriate mitigation measures are applied within the delegated scope of authority.

The incumbent ensures effective oversight of implementation progress, resource utilisation, staffing arrangements, and compliance requirements, and addresses operational challenges through timely coordination with the MPF Senior Coordinator and MPF Labour Mobility Specialist and relevant internal stakeholders. Project performance is monitored using appropriate tools and techniques, and project and donor reporting is prepared accurately and submitted in a timely manner, in line with contractual and institutional requirements. Lessons learned are systematically captured and applied through Monitoring, Evaluation and Learning (MEL) and knowledge management tools to support continuous improvement of project delivery and performance.

Technical and Thematic Development: Emerging trends, needs, and opportunities relevant to ICMPD's mandate in India are analysed and translated into technical and operational inputs for new initiatives and project concepts. The incumbent contributes to the development and implementation of initiatives aligned with ICMPD priorities, donor and partner deliverables, and sustainable capacity-development approaches.

Outreach, advocacy, and stakeholder engagement activities are coordinated to support delivery of results, knowledge exchange, and visibility within the defined scope of responsibility.

Stakeholder Management: Key national and international stakeholders are systematically mapped, engaged, and coordinated to support the effective implementation of ICMPD activities in India. Working-level relationships are established and maintained with Ministries, State authorities, EU Member State representations, and other relevant counterparts to ensure structured dialogue, timely follow-up, and operational cooperation.

Clear and consistent communication with stakeholders is maintained to ensure a shared understanding of priorities, progress, and results. Project updates and communication products are prepared and circulated to stakeholders and project teams to support transparency and coordination.

The incumbent represents the India Office in technical and operational forums in India and Europe, contributing to the visibility and positioning of ICMPD in migration research and policy discussions, in line with approved mandates and activities. Outreach, advocacy, and stakeholder engagement activities are coordinated and supported through the use of tailored materials to strengthen partnerships and enhance institutional visibility. Oversight is provided to outreach activities involving skilling bodies, academia, technology hubs, and other partners to ensure alignment with approved objectives, workplans, and available resources.

Regular liaison with the EU Liaison Officer in Delhi is maintained to support coherence, information exchange, and partnership development with EU counterparts.

Project Team Management: Project teams are structured and supported to ensure access to the appropriate knowledge, experience, and skill sets required for effective delivery of project objectives. Human and operational resource requirements are coordinated to support approved activities and ensure optimal use of resources within budgetary and regulatory frameworks.

The incumbent coordinates and oversees staffing arrangements and deployment modalities, including support to the deployment of Talent Liaison Officers (TLOs), based on identified operational needs and opportunities. Compliance with ICMPD rules, procedures, and internal control mechanisms is monitored, in coordination with relevant ICMPD units.

Outputs of assigned staff, experts, consultants, and service providers are coordinated and quality-assured to ensure timely delivery and adherence to agreed quality standards. The incumbent provides regular guidance, technical advice, feedback, and mentoring to team members within the scope of delegated responsibilities, supporting motivation, performance, and accountability. Inputs to performance assessments are provided in accordance with ICMPD's Performance Management process, contributing to staff development, effective teamwork, and the achievement of project results.

Required Expertise

- Ability to effectively manage projects and project teams in an international context.
- Proven capability to promote capacity development measures across the full project cycle management.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of projects.
- Familiarity with monitoring, evaluation and learning tools for tracking progress toward results and documenting project/programme achievements.
- Demonstrated success in building networks and partnerships and in the initiation and deployment of knowledge management and resource mobilisation activities.
- Strong analytical and reporting skills, with the ability to synthesize complex information and provide strategic and operational advice to senior management and partners.
- Knowledge of national migration dynamics in India, Indian stakeholders' roles and responsibilities in the areas of migration and border governance, funding instruments, and national coordination mechanisms and strategies.
- Profound knowledge of and familiarity with migration cooperation and dynamics between India and EU member states, as well as of migration related cooperation between India and European Commission.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 5 years of experience in the development and management of projects and project teams in the field of migration or a related field.
- At least 3 years of experience working with Government of India counterparts relevant for the topic of migration governance, TVETs, and other educational and business actors linked to skills, recruitment, labour market information systems, global mobility, or other related fields.
- At least 3 years' experience working closely with EU institutions active in India.
Strong communication skills
- Strong analytical, drafting and organisational skills.
- Good coordination and management skills.
- Proficiency in (verbal/written) English and Hindi.
- Proficiency in the use of standard IT tools is essential with experience in digital tool development being an asset.