

ICMPD Job Profile

Human Rights and Gender Officer¹

Functional Overview

The Human Rights and Gender Officer contributes to the integration of international human rights and gender equality standards across assigned projects, programmes, and initiatives within the Directorate for Migration Dialogues and Cooperation (MDC).

Working under the functional supervision of the Deputy Director of MDC, and in close coordination with the Senior Human Rights Advisor, the Human Rights and Gender Officer supports the operational integration of human rights and gender considerations throughout assigned projects and across the full project life cycle. The role focuses on the implementation, analysis, and monitoring of human rights and gender-related activities within a defined scope, in line with international standards, donor requirements, and ICMPD rules and procedures.

All activities are carried out in accordance with approved work plans, available resources, and ICMPD administrative and regulatory frameworks. The Officer applies relevant organisational policies and procedures, remains informed of applicable international human rights and gender equality standards, and supports project and programme development through technical inputs, analysis, and documentation. The role further contributes to knowledge management and capacity development activities, supporting project teams and stakeholders in strengthening rights-based and gender-sensitive approaches in operational contexts.

Key Results

Project Implementation: Human rights and gender equality considerations are systematically integrated into assigned technical assistance and capacity-building projects and programmes through the implementation of agreed activities in line with the international human rights framework, donor requirements, and approved work plans. Human rights and gender equality assessments and corresponding action plans are developed and implemented in cooperation with relevant internal and external stakeholders, ensuring adherence to established timelines, quality standards, and contractual obligations. Technical guidance and inputs are provided throughout the project life cycle to support the delivery of rights-based and gender-sensitive outputs.

Monitoring and Reporting: Systems are in place within assigned projects to assess, prevent, and monitor potential human rights risks and gender mainstreaming gaps within the defined scope of work. Human rights and gender-related activities are regularly monitored and assessed, with relevant information compiled to support evidence-based follow-up and corrective action where required. Established escalation processes are applied in cases of identified concerns related to potential breach of human rights obligations. Reporting

¹ This profile is classified at IP2.

components are prepared with due quality and within agreed timelines, contributing to internal accountability and donor reporting requirements.

Capacity Building: Capacity-building activities are supported to strengthen awareness and understanding of key human rights and gender mainstreaming principles among project staff and relevant stakeholders. Increased awareness of good practices in supporting rights-based and gender-sensitive responses is demonstrated across assigned projects, including in the design, monitoring, and advocacy components of international cooperation initiatives. Human rights and gender considerations are systematically integrated across project activities, including training curricula and operational processes.

Teamwork and Coordination: Effective collaboration is maintained with project teams, internal units, and external experts to support coherent implementation of human rights and gender-related activities across assigned projects and programmes. Information exchange and working-level coordination are facilitated to ensure alignment with guidance provided by senior functions and to support the timely delivery of project outputs. Contributions to internal coordination processes support consistency, quality standards, and harmonised approaches across assigned projects and programmes.

Required Expertise

- Sound knowledge of gender equality, international human rights law and humanitarian law, including familiarity with applicable standards and good practices.
- Experience supporting the design, implementation, and assessment of human rights and gender mainstreaming activities within international cooperation projects.
- Knowledge of migration-related issues and their relevance to human rights and gender considerations.
- Ability to conduct research, analysis, and structured reporting within a defined scope of work.
- Ability to work effectively within diverse teams and effectively engage with internal and external stakeholders.
- Experience supporting international, donor-funded technical assistance and/or capacity-building projects, including contributions to data-driven activity development.

Qualifications, Experience and Language Skills

- Master's degree or equivalent in human rights, international law, political science, international relations, or a related field.
- Minimum of 3 years of progressively responsible experience in monitoring and reporting related to human rights and gender issues within international organisations, public institutions, or the non-profit sector.
- Demonstrated expertise in integrating human rights frameworks into project design and implementation, particularly in migration governance and policy.
- Strong analytical, drafting, and communication skills with the ability to convey complex concepts to diverse audiences.
- Proficiency in English (verbal and written); knowledge of a major EU language or other relevant languages is an asset.
- Proficiency in the use of standard IT tools and platforms.