

## ICMPD Job Profile

### Junior Project Officer – Talent Liaison<sup>1</sup> (India)

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#### Functional Overview

Within the Project “*European Legal Gateway Office Pilot in India*”, and under the functional supervision of the Project Manager in India, with technical coordination provided by the Project Officer – Partnerships, Outreach and Communications, the Junior Project Officer – Talent Liaison supports the implementation of outreach, awareness-raising and stakeholder engagement activities within an assigned regional cluster (North, South, West, East or Central India).

The position contributes to project cycle implementation by supporting outreach events, promotional activities and stakeholder engagement initiatives aimed at raising awareness of legal migration pathways and opportunities for ICT professionals. Activities are implemented in line with approved project work plans and budgets, and in accordance with ICMPD’s regulatory framework, administrative procedures, and EU visibility and branding requirements.

The incumbent contributes to stakeholder liaison and outreach implementation at regional level, including engagement with state skill missions, higher education departments, universities, skilling agencies and ICT sector actors. The position also compiles regional labour market information, gathers stakeholder feedback and provides structured inputs to the India Office and EU Support Office to inform project activity planning, including contributions to the project’s monitoring and learning processes.

The Junior Project Officer is based in New Delhi and supports outreach implementation across an assigned geographic cluster. The project foresees five (5) Junior Project Officers covering defined regional clusters (North, South, West, East and Central India), including established ICT hubs and emerging Tier-2 talent centres.

#### Key Results

**Project Outreach and Awareness Implementation:** Regional outreach and awareness activities supported and implemented within the assigned geographic cluster in line with approved project work plans. Open-house sessions, awareness campaigns, ethical recruitment workshops and university outreach events supported and delivered as assigned. Outreach materials and presentations prepared in accordance with EU visibility and branding requirements. Activity records, attendance lists and stakeholder mapping tools maintained and regularly updated. Inputs provided to periodic activity updates and internal reporting processes. Logistical and organisational arrangements for outreach activities supported in coordination with the project team.

**Stakeholder Liaison and Regional Coordination:** Working relations supported and maintained with state-level authorities, skilling bodies, universities, higher education institutions and ICT-related stakeholders within the assigned region. Stakeholder contacts compiled and updated to support structured regional engagement. Meetings, consultations and outreach activities supported and documented in line with project requirements. Follow-up actions recorded and communication with regional stakeholders maintained within the defined

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<sup>1</sup> This profile is classified at LP1.

scope of work. Regular coordination undertaken with project team members regarding project progress and related outreach activities.

**Labour Market Information/Data Collection:** Regional labour market information related to ICT talent pools, training institutions and emerging talent centres collected and compiled using predefined templates and guidance. Stakeholder feedback gathered during outreach activities and documented. Structured inputs and summaries prepared and submitted to the Project Officers – Partnerships, Outreach and Communications to support national-level planning and coordination.

**Communication and Social Media:** Communication and social media outreach activities supported within the assigned geographic cluster in coordination with the Project Officer – Partnerships, Outreach and Communications. Contributions provided to social media updates and online content promoting project activities, outreach events and key messages relevant to the assigned region. Inputs provided to the preparation of communication materials, including brochures, flyers and digital content, for both online and offline dissemination. Engagement with partner organisations and stakeholders supported through relevant communication and social media channels to promote awareness of the Gateway initiative.

### Required Expertise

- Ability to support outreach, liaison and awareness-raising activities within a project implementation context.
- Good knowledge of stakeholder engagement approaches involving universities, skilling institutions and public authorities.
- Experience in collecting and compiling information to support reporting and monitoring processes.
- Strong organisational, communication and presentation skills.
- Capacity to establish and maintain effective working relations with project teams and external stakeholders.
- Ability to manage multiple tasks and shifting priorities within assigned areas of work.
- Good drafting skills for the preparation of activity summaries, stakeholder updates and short reports.

### Qualifications, Experience and Language Skills

- Master's degree in migration studies, international relations, public policy, development studies, education policy, social sciences, or a related field.
- Minimum of 1 year of experience in support of project implementation, outreach support or labour/skills mobility-related activities.
- Experience working with government authorities, educational institutions, or skilling bodies in India is an asset.
- Experience in organising large scale outreach events, awareness campaigns is desirable.
- Good analytical, organisational and communication skills.
- Proficiency in (verbal/written) English and Hindi, and proficiency in at least one relevant regional language corresponding to the assigned cluster.
- Proficiency in the use of standard IT tools.