

ICMPD Job Profile

Project Officer - Monitoring and Reporting¹ (India)

Functional Overview

Within the Project “European Legal Gateway Office Pilot in India” and directly reporting to the Legal Gateway Office Project Manager in New Delhi, India, the Project Officer supports the implementation and coordination of project activities, including operational coordination, stakeholder engagement and project reporting, in close collaboration with the Gateway Support Office in Brussels and relevant project partners.

Within this framework, the position also supports monitoring, reporting and analytical functions of the project through the systematic collection, verification and analysis of project-related information and data. The role contributes to tracking project results, preparing analytical inputs and compiling monitoring findings to support evidence-based implementation and decision-making.

The Project Officer also contributes to the analysis of user engagement and monitoring data related to the Gateway Digital Tool, supporting the generation of insights on project performance, user behaviour and emerging trends related to labour mobility and skills partnerships between India and the European Union.

Key Results

Project Cycle Implementation: Project activities supported across the full project cycle, including planning, coordination of operational activities, monitoring of work plans and tracking of deliverables and risks. Inputs to project reporting, budget monitoring and operational coordination systematically prepared to support the Project Manager and the wider project team. Project meetings, consultations, workshops and related activities organised and coordinated in line with the project work plan. Operational support provided to project activities involving EU Member States, institutions, private sector partners and other stakeholders. Project documentation, briefing notes and background materials prepared to support coordination and communication with project stakeholders.

Monitoring and Reporting: Implementation of the project’s Monitoring, Evaluation and Learning (MEL) framework supported through the systematic collection, verification and consolidation of project-related data from project activities, partners and stakeholders, ensuring accuracy, consistency and reliability of monitoring information. Inputs prepared

¹ This job is classified at LP2.

for internal and external reporting processes, including progress reports, knowledge products, activity summaries and analytical updates. Collaboration maintained with ICMPD's SRL Unit to ensure that field-generated data is aligned with corporate monitoring frameworks and MEL standards, supporting the dissemination of validated data, lessons learned and good practices across the organisation.

Research and Analytical Support: Background research and analytical inputs prepared to support project implementation and strategic planning, including analysis of labour mobility trends, skills partnerships and migration-related developments relevant to the project. Analytical briefs, thematic notes and background materials prepared to support engagement with stakeholders and inform project activities. Evidence and insights generated from project monitoring and external sources compiled to support informed decision-making and programme learning.

Digital Tool Monitoring and Learning: User engagement data and monitoring information related to the Gateway Digital Tool compiled and analysed to support reporting, learning and continuous improvement of project activities. Insights derived from platform analytics, monitoring findings and user feedback documented to inform adaptive implementation and communication activities. Analytical inputs prepared to support the accuracy and evidence base of information products published through the Gateway Digital Tool.

Support to Project Development: In collaboration with the Project Manager in India, inputs provided to identification and development of new project concepts and potential resources, based on a review of project results and recording of best practices and lessons learned. Inputs to concept development and identification of partnership opportunities effectively compiled in support of project expansion and sustainability. Background research, lessons learned and analytical inputs systematically prepared.

Required Expertise

- Capability to support the implementation of activities across the full project cycle in an international context, including planning, monitoring, reporting and delivery of outputs in line with work plans and administrative procedures.
- Knowledge of results frameworks, logical frameworks and performance indicator systems used in international cooperation programmes.
- Ability to collect, validate, analyse and manage project-related information and data in a systematic and reliable manner.
- Strong analytical and drafting skills, including the ability to interpret monitoring data and prepare clear summaries, reports and analytical inputs.
- Knowledge of information and data collection methodologies, monitoring tools and indicator frameworks used in international cooperation programmes.
- Practical experience with data entry tools, databases and/or survey software (e.g. Kobo, ODK, Excel-based monitoring).
- Experience conducting data validation, consistency checks and preparation of monitoring summaries or analytical reports.
- Ability to establish and maintain effective working relations with project teams, partners and stakeholders in monitoring and data collection processes.

- Capacity to manage multiple monitoring, analytical and reporting tasks simultaneously in fast-paced project environments.
- Experience working with digital tools, information systems or knowledge management platforms and supporting the presentation of information and data in digital environments is an asset.

Qualifications, Experience and Language Skills

- Master's degree in social sciences, statistics, data management, development studies, migration studies, economics or a related field.
- Minimum of 3 years of relevant professional experience in project implementation in an international or donor-funded context, including monitoring, reporting, data collection or analytical support.
- Experience supporting monitoring, reporting or results tracking in development or international cooperation programmes.
- Experience conducting research or analysis related to migration, labour markets, skills development or related thematic areas is an asset.
- Strong drafting and data presentation skills, including the preparation of summaries, tables, graphs and analytical briefs.
- Proficiency (verbal/written) in English and Hindi.
- Proficiency in MS Excel and standard data management tools; experience with digital survey applications or data visualisation tools is an advantage.