

## ICMPD Job Profile

# Junior Policy Officer – Private Sector Engagement <sup>1</sup>

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### Functional Overview

Working within the EU-funded Migration Partnership Facility (MPF) implemented by ICMPD, and reporting directly to the Labour Mobility Specialist, the Junior Policy Officer contributes to policy engagement and analytical activities, as well as to the organisation of activities linked to engagement with the European private sector in labour migration, notably in the context of Talent Partnerships. The role focuses on supporting stakeholder consultations and events to gather input and contribute to the development of timely and relevant documents, as well as on supporting communication and outreach on MPF resources available to the private sector. The incumbent supports coordination with the ICMPD Policy Unit and contributes to institutional priorities under its guidance, as appropriate.

### Key Results

**Monitoring and Analytical Activities:** Various information sources (websites, publications, specialised journals and news outlets) regularly and systematically monitored for public and expert-level policy discussions in the areas of work and issues of interest subsequently identified. Background research effectively conducted and draft inputs formulated and drafted for documents such as papers, briefs, blogs and infographics. The implementation of data collection, analysis and publication processes supported, enabling the timely delivery of evidence-based outputs that inform policy discussions and programme design.

**Project Operations:** The planning and organisation of related project activities, including reporting, administrative procedures and documentation systematically supported, ensuring the timely preparation and dissemination of relevant reports. Support provided to analysis and policy formulation processes linked to project activities. Contributions provided to the development of new projects and initiatives.

**Support to Stakeholder Engagement:** Stakeholder identification, outreach and engagement activities supported, including the organisation of in-person and online events and meetings. Engagement activities facilitated through the preparation of talking points, background notes and presentation materials, as well as summaries and reports, alongside coordination of related logistics in collaboration with team members.

**Communication and Knowledge Management:** Preparation and dissemination of communication materials supported across relevant channels (email, social media and websites), contributing to the timely and consistent sharing of project information and outputs.

### Required Expertise

- Ability to support policy engagement and analytical activities in an international context.
- Ability to organise and manage multiple tasks, adapting to shifting priorities within defined areas of responsibility.

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<sup>1</sup> This profile is classified at IP1.

- Good organisational skills, with attention to detail and adaptability in a structured work environment.
- Ability to contribute analytical and operational inputs to the design and implementation of policy, engagement and communication activities.
- Good interpersonal skills, with the ability to work effectively with different teams and stakeholders to support coordination of activities.

#### **Required Expertise Qualifications, Experience and Language Skills**

- Master's Degree related to the area of work or equivalent. A first-level university degree (Bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the Master's degree.
- Minimum of 1 year of experience in the field of migration or broader public policy analysis/engagement in international organisations, think-tanks, embassies or other relevant institutions such as private sector associations, national employer federations, etc.
- Demonstrated understanding of the European policy context and initiatives linked to labour migration.
- Good writing skills in particular for policy-related audiences.
- Proficiency in (verbal/written) English and French is required.
- Proficiency in the use of standard IT tools.