

ICMPD Job Profile

Junior Modernisation Officer – Data and Reporting¹

Functional Overview

The Junior Modernisation Officer (Data and Reporting) supports the implementation and maintenance of structured data processes across projects within ICMPD's Mediterranean region, contributing to reliable and consistent data inputs for reporting, dashboards, and knowledge products.

Working under the supervision of the Modernisation Officer, and in coordination with project teams and relevant stakeholders, the role assists in the collection, structuring, and updating of project data in line with predefined standards, tools, and reporting requirements.

The position supports the application of shared data workflows, including the use of databases, reporting templates, and ETL processes, ensuring that data is processed, documented, and maintained consistently. The role also assists in coordinating with project focal points to validate data inputs and ensure their usability for project outputs.

Key Results

Support to Data Structuring and Management: Structured datasets are maintained and updated in line with predefined schemas, data dictionaries, and validation rules, contributing to consistency and traceability across projects. Support is provided to the organisation and documentation of data structures used across projects, ensuring that data is clearly defined, accessible, and aligned with reporting and operational requirements.

Support to Data Processing and ETL Workflows: ETL processes (extract, transform, load, refresh) are executed in line with defined workflows and procedures, ensuring that data is processed accurately and consistently. Issues related to data processing are identified and flagged for follow-up, contributing to the reliability and repeatability of data workflows.

Support to Data Validation and Coordination: Coordination with project focal points is supported to collect, validate, and update data inputs in line with agreed definitions and reporting requirements. Data inconsistencies and gaps are identified and communicated to relevant stakeholders, supporting timely resolution and improved data quality.

¹ This profile is classified at IP/LP1.

Support to Reporting and Data Use: Shared databases, reporting templates, and data pipelines are applied to support dashboards and knowledge products. Data is structured and prepared to facilitate its use in reporting, automation, and integration into digital tools, in line with project and donor requirements.

Required Expertise

- Analytical thinking with the ability to understand data requirements and support structured data processing and reporting.
- Working knowledge of data tools and systems (e.g. spreadsheets, databases, reporting templates), with the ability to apply them in operational contexts.
- Basic understanding of data processing workflows, including ETL processes and data validation principles.
- Ability to follow predefined data standards, templates, and procedures to ensure consistency and accuracy.
- Attention to detail, including the ability to identify inconsistencies and data quality issues.
- Ability to coordinate with multiple stakeholders and follow up on data inputs in a timely manner.
- Ability to communicate clearly with technical and non-technical stakeholders.
- Ability to work in an international and multi-stakeholder environment, maintaining effective working relationships.

Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in a relevant field. 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 relevant professional experience in data, reporting, or project support functions, preferably in an international context.
- Good drafting, coordination and organisational skills.
- Proficiency in (verbal/written) English, proficiency in French and Arabic required.
- Proficiency in the use of standard IT tools.