

ICMPD Job Profile

Training Coordinator¹

Functional Overview

The Training Coordinator supports the coordination and implementation of capacity development activities across assigned projects and regional initiatives. Activities are carried out in line with ICMPD procedures, administrative practices and operating frameworks, as well as project work plans and budgets. Working under the supervision of the Project Manager of the Training Institute on Migration Capacity Partnership for the Mediterranean (MCP Med TI), and in coordination with project teams and relevant stakeholders, the incumbent contributes to the organisation of training delivery processes, coordination with trainers and service providers, preparation of documentation, and monitoring of implementation progress. The role supports communication with project teams, institutional partners and stakeholders involved in training activities and contributes to the consistent delivery of capacity development outputs across projects.

Key Results

Training Activity Coordination: In support of Programme and Project Managers, training activities across assigned projects are effectively coordinated and implemented in line with work plans and delivery schedules. Preparation of training activities, coordination of trainers and service providers and follow up on implementation timelines are ensured. Status of deliverables and implementation progress is regularly monitored and reported as required.

Training Operations and Resource Utilisation: Training delivery processes are supported in line with project structures, procedures and workflows to ensure effective use of available resources. Logistical preparation of training activities is coordinated in collaboration with project teams and operations units. Trainer deployment processes are supported and administrative documentation related to training delivery is prepared and maintained in accordance with ICMPD procedures.

Support to Monitoring, Documentation and Reporting: Training implementation records and activity documentation are systematically maintained to support monitoring and reporting requirements. Participant data and training statistics are consolidated and structured inputs are provided for narrative reporting and results tracking. Training materials and supporting documentation are organised and maintained in accessible repositories across projects.

Support to Stakeholder Coordination: Communication with trainers, experts, institutional partners and service providers is facilitated to support implementation of training activities. Training events, workshops and learning sessions are organised in line with project work plans. Coordination with internal units contributes to consistency of delivery approaches across projects and supports effective stakeholder engagement.

¹ This profile is classified at IP/LP2.

Support to Digital Learning Delivery: Online and blended learning activities are supported through coordination of preparation processes and maintenance of structured information across digital learning environments. Updates of training materials across delivery cycles are facilitated and access to learning documentation is supported for trainers, participants and project teams.

Required Expertise

- Capability to coordinate implementation of training activities within international project environments.
- Ability to support preparation of activity work plans, implementation schedules and documentation aligned with project requirements.
- Ability to coordinate trainers, experts and service providers across multiple activities.
- Capability to maintain structured monitoring information related to training implementation.
- Effective communication and coordination skills with internal teams and external stakeholders.

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 3 years of professional experience supporting coordination or implementation of capacity development or training activities in international project environments.
- Experience supporting organisation of multistakeholder training activities.
- Experience contributing to monitoring and reporting processes related to project activities is desirable.
- Experience supporting online or blended learning delivery is an asset.
- Good organisational, drafting and communication skills.
- Proficiency in (verbal/written) English and Arabic is required. Proficiency in French is an asset.
- Proficiency in the use of standard IT tools.