

## ICMPD Job Profile

### Junior Project Officer - Trainer Development <sup>1</sup>

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#### Functional Overview

The Junior Project Officer - Trainer Development supports the implementation of trainer development and quality assurance activities, contributing to the effective onboarding, development, and performance monitoring of trainers. Working under the supervision of the Project Manager of the Training Institute on Migration Capacity Partnership for the Mediterranean (MCP Med TI), and in close coordination with the Training Coordinator, project teams, and trainers, the role contributes to the organisation, delivery, and follow up of trainer related processes and activities. This includes support to onboarding, development initiatives, performance tracking, and related coordination and documentation, helping to strengthen consistency and quality in trainer engagement across projects.

The position contributes to maintaining structured processes and records related to trainer management, including databases, quality assurance documentation, and performance data. The role also supports the preparation and review of training materials and contributes to the use of digital tools for e-learning and micro-learning.

#### Key Results

**Support to Trainer Selection, Onboarding and Development:** Support is provided to trainer selection, onboarding, and development processes, including preparation of documentation, coordination of activities, and follow-up with trainers. Trainer onboarding and development activities are supported to ensure consistency and alignment with established approaches.

**Support to Delivery of Trainer Development Initiatives:** Trainer development activities are supported through assistance in the organisation and delivery of sessions, workshops, or learning initiatives. Logistical and administrative support is provided to ensure the smooth implementation of development activities.

**Support to Training Materials Preparation and Quality Review:** Support is provided to the preparation, formatting, and organisation of training materials, ensuring alignment with established templates and standards. Materials are reviewed for completeness and consistency, with issues identified and flagged for correction.

**Support to Trainer Performance Monitoring and Reporting:** Data related to trainer performance is collected, organised, and maintained in line with defined processes. Support is provided to the preparation of basic reports and tracking tools to monitor trainer performance and development.

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

**Support to Trainer Data Management and Digital Tools:** Trainer databases and quality assurance records are maintained and updated to ensure accuracy and accessibility. Support is provided to the use of digital tools, including e-learning and micro-learning platforms, to facilitate trainer development and performance tracking.

### Required Expertise

- Good organisational and coordination skills, with the ability to manage routine tasks and follow up on multiple activities.
- Ability to support training and development activities in structured environments.
- Familiarity with basic learning and development concepts and approaches.
- Ability to prepare and organise materials using standard templates and tools.
- Attention to detail, including the ability to review materials and data for consistency.
- Ability to collect, organise, and maintain data in structured formats.
- Familiarity with digital tools used for e-learning, content management, or data tracking.
- Ability to communicate clearly and work with trainers and internal 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 training support, learning and development, or project support roles.
- Experience supporting organisation of multi stakeholder 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.