

ICMPD Job Profile

Recruitment Officer ¹

Functional Overview

At ICMPD, we build evidence-driven migration policy options and governance systems that engage and equip our partners with effective, forward-looking responses and pragmatic solutions to complex regional migration and mobility challenges. For us, recruitment is more than filling vacancies: it helps bring together motivated and dedicated professionals whose expertise and commitment support the organisation in delivering its mission.

Against this background, we are looking for a committed **Recruitment Officer** who brings initiative, sound judgement and innovative approaches to attracting and engaging talented professionals in a complex and evolving environment.

The Recruitment Officer serves as the lead recruitment adviser within the HR team and works closely with hiring managers and relevant stakeholders to translate staffing needs, operational constraints and role requirements into recruitment approaches that are compliant, efficient and responsive to operational needs. Reporting to the Head of Human Resources Management, the role provides proactive, solutions-oriented advice throughout the recruitment lifecycle, including recruitment planning, vacancy preparation, candidate assessment, selection processes and onboarding coordination. The Recruitment Officer also guides the development, adaptation and application of job profiles to ensure alignment with functional needs and organisational standards.

The Recruitment Officer uses available tools and technology to support proactive outreach and applicant attraction efforts, improve process efficiency and promote a consistent candidate and hiring manager experience, in line with established procedures and oversight arrangements. Drawing on operational experience and recruitment data, the role identifies trends, risks, skills gaps and recurring challenges, and helps feed insights and lessons learned into the continuous improvement of recruitment practices, guidance and tools, in coordination with HR management.

The role includes supervision of assigned recruitment staff and may require travel to ICMPD field locations.

Key Results

Talent acquisition, recruitment and onboarding: Talent acquisition and recruitment processes are led, managed and coordinated in line with ICMPD HR rules, procedures and timelines, ensuring timely, transparent and competitive staffing outcomes in support of organisational and programme delivery. Expert guidance is provided on role requirements, market-informed attraction approaches and selection process design, supporting hiring managers in navigating recruitment choices within the applicable framework. Advice is provided on recruitment planning, vacancy preparation, applicant screening, assessments, interviews, recommendations and selection processes. Guidance is provided on the development, adaptation and application of job profiles to ensure role clarity, consistency and alignment with operational requirements.

Non-routine recruitment issues, procedural risks and case-specific complexities are identified early, analysed and addressed through practical and compliant options, including consultation with HR management where needed.

¹ This job profile is classified at IP3

Timely and accurate assessments of relevant professional experience for step determination, as well as offers of appointment, are prepared in coordination with HR management. Professional and consistent communication with candidates is maintained throughout the process.

The recruitment module of the HR information system is managed at operational level to support end-to-end recruitment processes. Recruitment workflows, vacancy records, applicant data and selection documentation are maintained accurately and systematically, in line with data protection, access and record-keeping requirements. System-related issues and improvement needs are identified, documented and escalated to HR management or ICT, as appropriate.

Onboarding arrangements are coordinated from offer acceptance to effective start, including the sharing of onboarding documentation, coordination with hiring managers and relevant units, and handover to HR administration in line with established procedures.

Consultative support for hiring managers: Hiring managers and internal stakeholders are supported through a business partnering approach that combines technical recruitment expertise with an understanding of operational constraints and staffing needs. Complex recruitment cases are addressed through analysis, consultation and the proposal of compliant and practical options, with escalation to HR management where required. Targeted briefings, guidance sessions or ad hoc knowledge-sharing inputs are provided where recurring issues, misunderstandings or capability gaps are identified, supporting the consistent application of recruitment standards and procedures across the organisation.

Outreach and attraction of applicants: Proactive outreach and applicant attraction activities are researched, designed, proposed and tested through the use of technology and the identification and use of appropriate channels and tools. ICMPD's visibility as an employer is strengthened through digital platforms, talent pools, recruitment pipelines and relevant expert networks, partnerships and conferences. Coordination with relevant organisational units and field locations is ensured to support consistent and effective outreach at international and local level.

Recruitment reporting, insights and continuous improvement: The recruitment module serves as the primary source of recruitment data, with data quality, completeness and consistency actively monitored to support reliable reporting and analysis. Recruitment data and operational experience are used to support evidence-based reporting, analysis and informed decision-making. Recruitment trends, bottlenecks and potential risks are reviewed to anticipate challenges and propose practical improvements. Lessons learned from recruitment processes are systematically captured, including recurring skills gaps, role definition issues or procedural constraints, and are fed into the refinement of recruitment guidance, tools, job profiles and related policies in coordination with HR management. Clear and focused recruitment reports are prepared for HR management and relevant stakeholders, including contributions to broader HR reporting where required.

Team coordination and development: The work of assigned recruitment staff is effectively planned, coordinated and supervised to ensure quality, consistency, compliance and timely service delivery across recruitment processes. Structured guidance, coaching and operational direction are provided on recruitment practices, case handling, use of systems and application of standards. More complex or sensitive cases are reviewed, recurring issues identified, and corrective or supportive action taken as required to strengthen team capability and service quality. Support is provided to the onboarding, performance management and professional development of assigned team members in a fair and transparent manner, while high standards of ethics, confidentiality and consistent practice are promoted.

Required Expertise

- Strong knowledge of recruitment, talent acquisition and onboarding rules, procedures and good practice, with the ability to apply them consistently in an organisational setting.
- Sound judgement in assessing recruitment issues and proposing practical solutions in line with organisational rules. Ability to advise hiring managers throughout the recruitment process and ensure

fair, transparent and compliant selection.

- Ability to plan and manage multiple recruitment processes in parallel, set priorities and meet deadlines.
- Ability to analyse and interpret recruitment data to support decision-making and process improvement. Comfortable using data, reports and basic visualisation tools to present findings to management. Uses evidence and trends to anticipate challenges and inform recommendations.
- Ability to communicate clearly and professionally with candidates and stakeholders throughout the recruitment process.
- Ability to coordinate and supervise the work of assigned staff and support consistent and effective service delivery.

Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in human resources, law, business administration, finance, social sciences or a related 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.
- A minimum of five years of professional experience in recruitment including experience in advising clients on the interpretation and application of policies, regulations and rules. Experience in dynamic, project-based environments and in an intergovernmental organisation is an asset.
- Experience working with a human resources module of an Enterprise Resource Planning system (ERP), talent management software or a similar system is required.
- Proficiency in standard IT tools, including Excel and PowerPoint, to support recruitment reporting, analysis and presentations.
- Proficiency in English is required. Proficiency in other EU languages is an asset.