

ICMPD Job Profile

Modernisation and Communications Assistant¹

Functional Overview

The Modernisation and Communications Assistant provides administrative and operational support to modernisation and communication activities across projects within ICMPD's Mediterranean region, contributing to the smooth execution and consistency of day-to-day tasks.

Working under the supervision of the Communication Officer, and in coordination with project teams and relevant stakeholders, the role supports the organisation, tracking, and follow-up of operational activities related to communication outputs and the use of digital tools across projects.

The position assists in the preparation of standard materials, supports coordination across projects, and contributes to maintaining structured workflows using shared tools, templates, and basic digital and AI-supported solutions in line with established procedures.

Key Results

Support to Communication and Operational Activities: Administrative and operational support is provided to communication-related activities, including assistance with planning, tracking, and follow-up of tasks. Support is provided to ensure continuity and consistency of communication outputs across projects.

Support to Digital Tools and Resource Administration: Support is provided to the administration of licences and subscriptions for digital tools and platforms, including maintaining records and following up on usage across projects. Assistance is provided in the use of shared tools, workspaces, and templates in line with established procedures.

Support to Preparation of Materials and Outputs: Presentations, visuals, dashboards, and standard communication materials are prepared and formatted using predefined templates and guidelines. Outputs are reviewed for consistency and completeness in line with project requirements.

Support to Coordination and Standardisation: Support is provided to coordination across projects through follow-up on tasks and maintenance of shared templates and visual materials. Contributions are made to ensuring consistency in formatting and presentation of outputs across projects.

Support to External Experts and Suppliers: Administrative support is provided in relation to external experts and suppliers, including assistance with documentation, follow-up on tasks, and tracking of timelines in line with project requirements.

¹ This profile is classified at IS/LS1.

Required Expertise

- Good organisational skills, with the ability to manage routine tasks and follow up on multiple activities.
- Ability to support coordination and tracking of operational tasks across teams.
- Familiarity with standard IT tools and digital platforms used for communication and project support.
- Ability to prepare and format basic materials, including presentations and visual content.
- Attention to detail, including the ability to ensure consistency in documents and outputs.
- Ability to follow established procedures, templates, and workflows.
- Basic familiarity with digital tools, including shared workspaces and AI-supported tools.
- Ability to work with different stakeholders and maintain effective working relationships.

Qualifications, Experience and Language Skills

- Bachelor's degree or equivalent in a relevant field. High school diploma or equivalent with two additional years of relevant work experience may be accepted in lieu of the bachelor's degree.
- Minimum of 2 years of relevant professional experience in administrative or project support roles.
- Good organisational, drafting and coordination skills.
- Proficiency in (verbal/written) English, proficiency in French and Arabic required.
- Strong ICT skills, including proficiency in standard office and collaboration tools.