

ICMPD Job Profile

Strategy and Programme Quality Officer (IP3)¹

Functional Overview

The Strategy and Programme Quality Officer contributes to strengthening the quality, coherence, and efficiency of ICMPD's programme and project design processes and supports the implementation of the organisational Strategy 2030. Reporting to the Team Lead, and working closely with thematic experts, regional offices, the Project Management Office (PMO), and the Liaison and Strategic Business Development Unit, the Officer provides technical, analytical, and coordination support to improve proposal quality, promote consistency across project development, and translate strategic priorities into measurable actions. The position plays a key role in enhancing internal tools, workflows, and guidance that enable teams to design high-quality, results-oriented programmes aligned with donor priorities and organisational objectives.

Key Results

Project/programme design and proposal development: High-quality and internally consistent project proposals are submitted to donors through effective coordination, quality assurance, and drafting support. The Officer contributes to the preparation of strategic, multi-regional, and programme-related proposals, such as the Netherlands Migration Partnership Programme (NL-MPP) and Danish Capacity, ensuring alignment with donor priorities and terminology. Collaboration with thematic experts and relevant units strengthens ICMPD's approach to business and project development, improving the workflow between concept development, technical review, and final submission.

Programme quality and tools: Internal tools, templates, and workflows are developed and refined to enhance efficiency and quality in programme and proposal development. The Officer contributes to the design of internal workflows for proposal and project plan preparation, incorporating clear quality assurance steps, roles, and timelines. Proposal templates, institutional texts, and guidance materials are maintained and improved to ensure consistency across the organisation. Feedback is provided to strengthen AI-supported processes and internal knowledge management systems, enhancing the automation and accessibility of project development resources.

Programme improvement and learning: Lessons learned and good practices are systematically integrated into programme design, contributing to continuous improvement. Working in close cooperation with the MEL team, the Officer identifies and analyses key determinants of proposal success and areas for improvement. Findings are translated into practical recommendations, contributing to the refinement of project design tools and methodologies that promote learning and innovation across the organisation.

¹ This job is classified at IP3.

Capacity development: Internal collaboration and staff capacity on programme and project design are strengthened. The Officer supports the internal community of practice on programme and project development and contributes to knowledge-sharing sessions that build skills in proposal writing, work planning, and donor engagement.

Results and reporting: Organisational reporting and monitoring processes are strengthened through technical and analytical support. The Officer contributes to the development of indicators linked to Strategy 2030 and their integration into ICMPD's organisational results framework. Reporting guidelines and streamlined templates are developed in collaboration with the MEL and PMO teams to improve the clarity, consistency, and quality of internal and donor reports.

Strategy implementation Support: The implementation of Strategy 2030 is supported through analytical and coordination contributions. The Officer assists in the preparation and monitoring of the Strategy's operational and implementation plans and helps regional offices and units to align their work with strategic goals and indicators. Periodic reviews and strategy implementation reports are prepared in coordination with relevant units, capturing lessons learned and recommendations for management consideration.

Required Expertise

- Demonstrated ability to design effective projects, including proposal writing, work planning, budgeting, and MEL framework development.
- Strong understanding of donor priorities and the ability to tailor project proposals accordingly.
- Advanced written communication skills with the ability to distil complex information into clear, accessible formats.
- Proven ability to develop and refine internal tools, templates, and workflows supporting programme design and quality management.
- Experience contributing to strategy implementation processes and helping units link operational work to strategic objectives.
- Strong analytical and conceptual thinking skills with the ability to connect strategic and operational dimensions.
- Familiarity with change management and organisational learning approaches.
- Strong interpersonal and coordination skills, with a track record of effective collaboration across organisational functions.
- Familiarity with ICMPD's operating context, structures, and thematic areas (e.g., border management, irregular migration, return and reintegration, labour mobility) is considered a strong asset.

Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in social sciences, development studies, migration, 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.
- At least five years of progressively responsible experience in programme or project design, management, or strategy implementation at the international level.
- Proficiency in English (verbal and written) is required.
- Proficiency in the use of standard IT tools and collaborative platforms.