



(Published: 5 September 2016)

ICMC Europe vacancy notice

<i>Job title:</i>	MADE Programme Manager
<i>Type of appointment:</i>	Full-time, replacement maternity leave / contract until 31 March 2017
<i>Programme:</i>	Migration & Development Civil Society Programme (MADE)
<i>Reports to:</i>	ICMC's Head of Policy and the ICMC Europe Head of Office
<i>Location:</i>	Brussels, Belgium
<i>Starting date:</i>	a.s.a.p.
<i>Application deadline:</i>	25 September 2016

The International Catholic Migration Commission (ICMC) is an internationally operating non-governmental organization that serves and protects refugees, internally displaced persons and migrants regardless of faith, race, ethnicity or nationality.

In direct partnership with global and regional civil society partners in Africa, Asia, Europe and Latin America, ICMC coordinates the [Migration and Development Civil Society Programme \(MADE\)](#). MADE is strengthening and widening a global civil society movement working and networking to promote policies for the well-being and protection of all migrants and communities. Within the context of MADE, ICMC also organizes the annual [Civil Society Days of the Global Forum on Migration and Development \(GFMD\)](#).

To ensure timely completion of the MADE programme according to donor requirements, ICMC recruits a Programme Manager to replace the current project manager during her maternity leave.

To replace the current MADE Programme Manager, ICMC is recruiting a Programme Manager to form part of a small and dynamic programme team in Brussels and Geneva. Working under the supervision of ICMC's Head of Policy (in Geneva) and the ICMC Europe Head of Office (in Brussels), the Programme Manager is responsible for the overall supervision, management and representation of the EU financed MADE Programme, with particular responsibility for planning, staff supervision, monitoring of relations with project partners, developing global and regional civil society network strategies, project development, fundraising as well as ensuring timely compliance with the action's objectives and contract obligations.

Starting as soon as possible, the post is full-time and based at ICMC Europe, Brussels, with travel required.

Specific responsibilities and tasks:

- **Planning:** steer and oversee the final completion of MADE deliverables according to work plan.
- **Staff management and supervision:** develop and oversee job descriptions, tasks and targets of the programme staff, ensure staff evaluation and staff meetings
- **Partner coordination and oversight:** with the assistance of the programme officer, monitor the programme of activities with the regional and thematic programme partners

- **MADE Europe and regional network development:** Developing and implementing a MADE Europe work plan and activities, linking the MADE regional networks with the EU, with a particular focus on linkages with MADE Africa and Europe – Africa partnerships. The Programme Manager will participate in the MADE Africa conference on intra and inter-regional mobility in Africa, taking place in Dakar, Senegal.
- **Communication:** oversee the development and implementation by the communications officers of a communication plan and activities, appropriately linking with other ICMC communications activities
- **Project development:** identification and formulation of project proposals for the continuation and expansion of the MADE programme;
- **Fundraising, reporting and donor relations:** in cooperation with the external and government relations manager and other fundraising staff as appropriate, ensure co-funding obligations are fulfilled for the programme. Ensure reporting and monitoring compliance with the action's objectives and contract obligations.
- **Budget management and control:** oversee the programme's finance team to timely implement report and end of project expenditures, bookkeeping, project payments, financial coordination with the project partners

Qualifications and skills

We are looking for an experienced programme manager with proven experience in managing EU funded development programmes, with the following qualifications, skills and knowledge:

- Minimum 4 years proven experience as a manager of EU funded development programme and 8 years of experience in project implementation
- Knowledge of global, regional and national policies concerning migration, migrant rights and development, with a particular focus on EU – Africa migration policies
- Experience working for international NGOs and in EU – Africa contexts is an added value.
- Proven knowledge of programmes in the area of migration and/or asylum

We are looking for an articulate and passionate advocate for migrant rights and human development, with the following qualifications, skills and knowledge:

- Proven experience as a Programme Manager or other managerial positions
- Thorough understanding of project/program management techniques and methods
- Experience in project development, including experience with log frames
- Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability
- Master's degree in social sciences, international relations economics, law or related fields
- At least 8 years' experience of working in the field of migration and migrant rights. Experience working in the EU – Africa context, as well as in civil society networking are an added value
- Up-to-date knowledge of global, regional and national policies concerning migration, migrant rights and development, with a particular focus on EU – Africa migration policies
- Excellent written and spoken English. Fluency in French and/or Spanish are a major plus

- Ability to work on a team in an international environment, independently and under pressure
- Have permission to work in Belgium (unfortunately ICMC Europe is not in a position to obtain a work permit for applicants)

What we offer

- A full time position
- A fixed-term contract (or a consultancy contract if desired) until 31 March 2017
- A competitive NGO salary on the basis of level and years of experience
- A dynamic, international and compassionate work environment in a small office, warmly welcoming creative initiative and ideas
- An exciting position in the area of migration and asylum being the centre of current EU and global debates.

How to apply

Please send us a *Curriculum Vitae* (no more than 2 pages), and a detailed motivation letter explaining your skills and why you are a suitable candidate for this position. Please indicate your ability to work in Brussels. Applications are to be sent to recruitment@madenetwork.org.

Kindly include “MADE Programme Manager” in the email subject line.

The closing date for receipt of applications is **25 September 2016**. **Recruitment starts immediately upon publication of this vacancy announcement, posts may be filled already before the indicated application deadline. We thus encourage you to submit your application early. Only short-listed applicants will be contacted.**

ICMC is committed to equal opportunities for applicants and employees, and strives for a diverse and balanced workforce. All applications will be treated with confidentiality.