

## ICMPD Job Profile

# Project Officer - Labour Mobility and Labour Market Trends<sup>1</sup> (India)

---

### Functional Overview

Within the Project “European Legal Gateway Office Pilot in India” and directly reporting to the Legal Gateway Office Project Manager in New Delhi, India, the Project Officer supports the implementation and coordination of project activities, including operational coordination, stakeholder engagement and project reporting, in close collaboration with the Gateway Support Office in Brussels and relevant project partners.

Within this framework, the position contributes to the preparation of analytical inputs, knowledge products and content outputs related to labour mobility and labour market trends, with a particular focus on the ICT sector. The role supports the compilation, structuring and translation of data and evidence into accessible materials to inform project activities, stakeholder engagement and related outputs.

The incumbent also contributes to the development of learning materials and practical guidance by supporting the drafting, structuring and review of content in coordination with subject-matter experts and relevant units, ensuring consistency, clarity and alignment with project objectives and ICMPD standards.

### Key Results

**Project Cycle Implementation:** Project activities supported across the full project cycle, including planning, coordination of activities, monitoring of work plans and tracking of deliverables and risks. Inputs to project reporting, budget monitoring and operational coordination systematically prepared to support the Project Manager and the wider project team. Project meetings, consultations, workshops and related activities organised and coordinated in line with the project work plan. Project documentation, briefing notes and background materials prepared to support coordination and communication with project stakeholders.

**Labour Market and Mobility Trend Analysis:** Labour market and labour mobility-related information, with a focus on ICT sector, relevant to the EU–India context is compiled, organised and reviewed to support project activities, including information provision on legal pathways and stakeholder engagement with employers, institutions and target groups. Regular ICT sectoral mapping and trend analysis is carried out to contribute to project knowledge products. Based on this, key outputs, including the ICT Mobility Report and regular labour market insights for EU employers, are drafted and prepared for dissemination. Content is structured and adapted into clear, accessible formats tailored to relevant target audiences, supporting its use in project activities and communication materials. Engagement opportunities relevant to EU employers and EU Higher Education Institutions (HEIs) in India are systematically identified and compiled, including information on relevant fairs, recruitment events and sectoral activities across India, to support outreach planning. Information from Member States, stakeholders and available data sources is structured to inform Gateway content, outreach activities and employer engagement.

---

<sup>1</sup> This profile is classified at LP2

**Learning Modules and Practical Guidance:** Learning materials and practical guidance are developed and produced to support informed mobility pathways and strengthen stakeholder capacity. Content for learning modules, including scripts, written materials and visual inputs, is drafted and structured in coordination with subject-matter experts, external partners and relevant internal units, ensuring alignment with project requirements and target audiences. Mobility and visa-related information is regularly reviewed and verified in coordination with the EU Support Office, Gateway Office team in India and relevant project actors to ensure clarity, accuracy and user-friendly formats. Feedback and lessons learned from the development and delivery of learning materials are systematically captured and incorporated into subsequent products, including contributions to modules such as Pre-Departure Orientation Training (PDOT) for EU Member States and prospective ICT mobility candidates developed in collaboration with external experts.

**Support to Project Development:** In collaboration with the Project Manager in India, inputs provided to identification and development of new project concepts and potential resources, based on a review of project results and recording of best practices and lessons learned. Inputs to concept development and identification of partnership opportunities effectively compiled in support of project expansion and sustainability. Background research, lessons learned and analytical inputs systematically prepared.

### Required Expertise

- Capability to support the implementation of activities across the full project cycle in an international or donor-funded context, including planning, monitoring and reporting in line with work plans and administrative procedures.
- Experience in compiling and structuring labour market and mobility-related information, including exposure to labour mobility pathways, skills needs or sectoral trends, preferably in the ICT sector.
- Strong drafting and analytical skills, including the ability to prepare reports, briefs, learning materials and structured content for different audiences.
- Familiarity with the development of knowledge products, learning materials and practical guidance, including basic instructional design principles and coordination with subject-matter experts and relevant stakeholders.
- Experience organising and coordinating multi-stakeholder activities such as consultations, outreach events, workshops or similar initiatives.
- Ability to identify and compile stakeholder engagement opportunities, including mapping of relevant events, institutions and sectoral actors to support outreach planning.
- Familiarity with digital communication tools, content platforms and basic analytics to support the preparation and use of communication and information materials.
- Strong organisational, interpersonal and cross-cultural communication skills, with the ability to manage multiple activities and maintain effective working relationships in an international project environment.

### Qualifications, Experience and Language Skills

- Master's degree in migration studies, international relations, public policy, economics, development studies, education policy, research methods, social sciences, or a related field.
  - Minimum of 3 years of relevant professional experience in the field of migration, and labour market and mobility trends analysis.
  - Demonstrated experience in drafting analytical and research-based reports, including labour market or mobility trend analysis.
  - Experience in trend assessment, and carrying out research, data analysis on open-source platform.
  - Solid organisational and communication skills.
  - Experience contributing to the development of learning materials or training content, including exposure to basic instructional design approaches, is an asset.
- Proficiency in written and spoken English and Hindi. Knowledge of any other Indian language is an asset.