

Call for Experts

Consultation Centre Counsellor (Berlin)

CORE UA Project, EECA

About ICMPD

The International Centre for Migration Policy Development (ICMPD) is an international organisation, with 21 Member States, that supports governments in establishing robust, rights-based migration management systems in more than 100 countries worldwide. Using a holistic and whole-of-route approach, ICMPD understands the complexities of migration, connects partners and empowers stakeholders through projects on the ground.

Core expert details

Reference number:	CfE0626/511-2/UCC Counsellor (Berlin)
Posting date:	29/06/2026
Application deadline:	20/07/2026
Assignment location:	Berlin, Germany
Base:	In person This position requires residence in Berlin or its vicinity with easy commuting to the work location, which is in Berlin.
Contract duration:	From 09/2026 till 09/2027
Maximum number of working days:	N/A
Eligibility:	This call is open to independent contractors only.

Core project details

Project description:

The CORE (Comprehensive Resilience Support for Displaced Persons from Ukraine) project is intended as a supporting measure in several areas of migration management in Ukraine, as well as support for Ukrainian displaced persons. In particular, the project aims to stimulate the exchange of experts between selected Member States of the European Union (EU Member States) on the implementation of temporary protection and strategies after the expiry of temporary protection (project measure 1), to expand counselling services for displaced Ukrainians (project measure 2), to involve the Ukrainian diaspora (project measure 3) and to support migration institutions in Ukraine in improving the migration management of the state (project measure 4).

The focus of the project is on measures to ensure the safe mobility of displaced Ukrainians, including the provision of effective support services for displaced persons in Germany, while ensuring that the counselling service complies with German and EU directives. The information and advisory services are to be provided in line with policy developments in the field of temporary protection.

The project measure 2 specifically aims to establish two new Ukrainian Consultation Centres in Munich and Dusseldorf, and to continue the operationalisation of the Ukrainian Consultation Centre in Berlin, Germany. The centres operate in close coordination with local state authorities, Ukrainian diaspora organisations and the civil society of hosting countries. The Consultation Centres (CCs) provide assistance to Ukrainians abroad regarding documentation, integration information in the hosting societies and preparedness/consultations for future voluntary return and reintegration back home. The establishment of the CCs will entail the following functions:

- Provide clear, timely, accessible and understandable information to temporarily displaced persons from Ukraine;
- Assessment of needs and vulnerabilities and provision of consultations and support to the most vulnerable persons, including minors, based on identified needs;
- Consultations on available services and support in EU MS, including rights and obligations during temporary protection, education and employment possibilities etc.;
- Collection and dissemination of information/the communication of information to Ukrainian citizens, media outlets and other public information amplifiers on the legal and social conditions of temporary protection and other circumstances of residence in EU MS, etc.

In this regard, ICMPD is seeking applications from qualified and result-oriented professionals, to support the functioning of such Centre in **Berlin, Germany**.

Assignment objective:	The counsellor will be responsible for implementation of the Consultation Centre's activities. The counsellor will ensure timely and effective provision of information to Ukrainian displaced persons in Germany, in person, online as well as over the phone.
Tasks:	<p>The counsellor will carry out the following tasks:</p> <ul style="list-style-type: none"> ➤ Ensure timely, efficient and effective implementation of the Consultation Centre's activities and ensure that the outcomes are aligned with the CORE UA project priorities; ➤ Collection of information from all relevant stakeholders of services and ongoing programmes/projects regarding Ukrainian displaced persons in Germany; ➤ Provision of information and consultations to Ukrainian displaced persons in Germany regarding preparation of forms, documentation, annexes, and more with the special focus on the regulations applied in Berlin metropolitan region and Brandenburg; ➤ Identification of potential information to be included in information materials; ➤ Provision of information to a variety of clients who visit the Consultation Centre, including initiating and following up on referrals; ➤ Actively support the Ukrainian displaced people with provision of information and general advice on matters including, but not limited to, healthcare, access to education, employment opportunities on the territory of Germany; ➤ Actively participate in the coordination meetings organised by the project team to ensure knowledge and access to up-to-date information concerning the Ukrainian displaced people in Germany, including their rights and obligations under Temporary Protection; ➤ Organising and implementing outreach activities, close cooperation with government entities and local organisations and NGOs and other community outreach actors; ➤ Update and maintain information databases, such as mailing lists; ➤ Perform other duties, as required.

Deliverables:	<p>The expected deliverables to the above-mentioned tasks are:</p> <ol style="list-style-type: none"> 1. Support to the operationalisation of the Ukrainian Consultation Centre in Berlin, Germany; 2. Effective, timely and qualitative delivery of information provision and services to target clients and beneficiaries; 3. Communication and outreach, distribution of visibility, etc.; 4. Provision of consultations and information to Ukrainian displaced persons and migrants; 5. Contribution to the achievements of the Consultation Centres and lessons learned. <p>The expected deliverables can be variable from month to month and shall be coordinated with the project implementation team, and supported by the monthly deliverable report by the expert/individual consultant.</p>
Final deliverable deadline:	30/09/2027
Reporting lines:¹	<p>On a regular basis, the expert will coordinate his/her service provision with the Project Implementation Team which will be in charge of the technical coordination both in terms of administrative and content issues, and who will provide input and comments on deliverables as needed.</p>

¹ The person will be in charge of the overall supervision both in terms of administrative and content issues and who will provide input and comments on deliverables as needed.

Requirements

Education:	Higher education (Bachelor's degree or higher) in international relations, development studies, economics, social or political science, migration, sociology, law, or other relevant fields will be considered an asset.
Professional experience:	Minimum two (2) years of professional experience in the area of information provision or similar field.
Specific expertise:	<p>Good knowledge of German and/or Ukrainian legislation, the overall situation of Ukrainian displaced persons in EU MS, understanding of the socio-political situation in the region;</p> <p>Good research and analytical skills, ability to gather and analyse information, identifying critical relationships and patterns among data and propose workable solutions;</p> <p>Past experience working with international organisations is an asset;</p> <p>Ability to establish good working relations with a multinational, multi-disciplinary team;</p> <p>Ability to plan, manage priorities, meet deadlines and work under pressure on occasion;</p> <p>Excellent communication and inter-personal skills;</p> <p>Ability to work effectively in a politically sensitive environment and exercise discretion, impartiality, diplomacy, and cultural sensitivity;</p> <p>Experience working with German and/or Ukrainian administration or state agencies will be considered an asset;</p> <p>Prior experience with information or service provision to migrants will be considered an asset.</p>
Languages:	Excellent language skills: Ukrainian (required); German and/or English (an asset).

Administrative information

Background materials:	N/A
Travel included:²	<input type="checkbox"/>
Payment:	Fees for the assignment are paid upon satisfactory delivery of services, in line with the payment schedule stated in the contract and upon submission of required documentation.

² The Expert shall receive from ICMPD a travel itinerary and be entitled to receive a daily subsistence allowance (DSA) for the foreseen activities abroad. Travel and mission related payments will be processed according to ICMPD Travel Rules applicable at the time when the travel takes place.

Application process

Interested experts should send their CV in English or German with a reference to this announcement in the subject line of the email to CORE_UA@icmpd.org.

Due to the high volume of applications, only shortlisted candidates will be contacted. The applicants should be available for either a face-to face or online interview. Reference checks may be carried out for pre-selected candidates prior to the final selection decision.

The assignment is subject to project funds availability and/or final approval by the donor. The invitation to an interview does not establish any right to future employment.

Data protection notice

ICMPD processes personal data submitted in the context of this Call for Experts for the purpose of assessing applications, selecting experts, and managing potential contractual engagements. Personal data may include identification and contact details, professional profile information, CV data, and supporting documentation submitted by applicants.

Access to personal data is restricted to authorised ICMPD staff involved in the evaluation and administration of the selection procedure and, where required, to contracted service providers supporting the recruitment or expert management process under appropriate contractual safeguards.

Personal data will be retained only for as long as necessary for the management of the selection procedure and any subsequent contractual engagement, in line with ICMPD's Data Protection Rules and Procedure. Applicants have the right to request access to their personal data, as well as rectification or deletion where applicable.

Requests related to personal data processing may be addressed to: data.protection@icmpd.org