VACANCY NOTICE

ICVA POLICY OFFICER – FORCED MIGRATION

Organisation: ICVA
Location: Geneva
Starting date: as soon as possible
Contract: Full-time open-ended contract

The International Council of Voluntary Agencies (ICVA) is a global network of non-governmental organisations whose mission is to make humanitarian action more principled and effective by working collectively and independently to influence policy and practice.

With a global membership of over 100 NGOs, ICVA brings together the voices of its member organisations from around the world in order to advocate for better humanitarian responses to crises. ICVA works on humanitarian issues that emerge in natural disasters and situations of armed conflict. It brings NGO experiences and views to the attention of international forums and coordination bodies. ICVA also plays an active role in providing support to NGO coordination mechanisms in humanitarian settings.

Main Objectives of the position
- The Policy Officer plays a supporting role in advancing, with ICVA members, ICVA’s policy priorities as outlined in ICVA’s 2019-2021 strategy.
- S/He is responsible, in particular, for supporting ICVA’s efforts related to forced migration.
- S/He supports the delivery of high-quality engagement and products that help ICVA maintain its leading role in humanitarian policy and advocacy work.

Organisational Setting
- The Policy Officer reports to and works in close collaboration with the Senior Policy Officer on Forced Migration.

Responsibilities and activities

Responsibilities:
- S/He is responsible for supporting ICVA’s policy and advocacy work as described in ICVA’s strategy and annual plans, particularly related to forced migration;
- S/He is responsible for assisting ICVA in developing and maintaining close relations with UNHCR, IOM and other relevant UN agencies and multi-stakeholder bodies;
- S/He supports ICVA in carrying out its work with the network, including supporting the work of the Forced Migration Working Group;
- S/He engages actively in ICVA’s general work, including reporting on ICVA’s achievements.
Main Tasks:
- **Policy Development**: Identifies and suggests possible opportunities for developing ICVA’s policy and advocacy work on Forced Migration;
- **Member Engagement**: Soliciting, analysing and processing NGO feedback for the UNHCR governing board meetings, the UNHCR-NGO Annual Consultations, and other events/processes linked to Forced Migration;
- **Information Dissemination**: Contribute to keeping ICVA members abreast of policy discussions through note-taking at various events/meetings and updating parts of ICVA’s website and mailing lists;
- **Content Development**: Liaising with ICVA members and relevant partners in coordinating the drafting and delivery of collective NGO statements and positions; contributing to the drafting of background papers, talking points and reports on important events/themes relevant to Forced Migration;
- **Monitoring and Evaluation**: Contribute to tracking ICVA progress towards indicators;
- **Event Planning/Support**: Assists in organising ICVA meetings and events, including international missions, with regards to the content, administrative support and facilitation during the events;
- **Other Duties, as Required**.

Qualifications and Requirements

**Education:**
- Advanced university degree in international law, international relations, or related academic field
- Relevant Professional training courses

**Experience:**
- Up to five years of work experience in the area of humanitarian action, including also in humanitarian (and refugee) operations on the ground;
- Thorough understanding of ICVA’s working environment;
- Understanding of refugee policy and forced migration issues;
- Demonstrated experience and skills in formulating NGO views and statements on humanitarian issues.

**Competencies and skills:**
- Good team player who builds strong relations in collaborating with members, the ICVA Board, and Secretariat colleagues, and manages relations with diverse stakeholders;
- Quick analytical thinker who understands contextual developments and refers to the (potential) implications for ICVA and the membership;
- Well-developed communication, drafting, presentation, advocacy, and representational skills appropriate for different audiences, including the ability to influence people;
- Proven ability to work under pressure and be flexible, including the ability to cope with deadlines and needed follow-up actions, multiple tasks and competing demands; and who sets her/himself and others challenging, but realistic targets;
- Proven ability to organize her/his work efficiently and autonomously, with a capacity to adapt to changing parameters, while taking initiatives;
- Knowledge and understanding of the current humanitarian issues and debates;
- Fluently spoken and written English and French;
- Ability to work effectively in a multicultural team and international environment;
- Culturally sensitive and possesses a high degree of integrity.

Applications:
- A cover letter, CV (including 2 references) should be sent to recruitment4@icvanetwork.org indicating “Policy Officer” in the subject line.
- The deadline for applications is 17 March 2019, midnight.
- Please note that only short-listed candidates will be contacted.
- ICVA’s selection process includes rigorous background checks and reflects our organisational integrity and commitment to making humanitarian action more principled and effective.