ICVA Head of Humanitarian Coordination

Location: Geneva (with regular travels abroad)
Contract: Permanent position - 100% - Unlimited term
Starting date: August 2020

I. ICVA

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 100 non-governmental organisations (NGOs) active in 160 countries, operating at global, regional, national and local levels, whose mission is to make humanitarian action more principled and effective by working collectively and independently to influence policy and practice.

Based on its 2019-2021 Strategy, ICVA promotes and facilitates NGO engagement in the development of humanitarian sector, with a focus on Forced Migration, Humanitarian Coordination, Humanitarian Financing, and cross cutting issues.

Historically based in Geneva, in 2013 ICVA expanded its presence to Asia, MENA and Africa.

II. Place in the organisation

Under the management of ICVA’s Director of Policy, the Head of the Humanitarian Coordination leads the work in this focus area in agreement with ICVA’s global strategy. The Head of the Humanitarian Coordination will work in close collaboration with the ICVA Secretariat team, members and other external stakeholders to develop the required interventions that fall under the Humanitarian Coordination focus area and shall guarantee their implementation respecting the objectives, timeframe, theory of change and budget allocated.

III. Objectives of the position

To strengthen the collective ability of NGOs to actively engage in and influence coordination mechanisms to ensure they are inclusive, contextualised and provide effective assistance and protection to those affected by crisis.

IV. Main Responsibilities/Tasks

In alignment with ICVA’s strategy/theory of change and in collaboration with ICVA’s team and members, the position develops, implements and monitors ICVA’s engagements in humanitarian coordination, including by contributing to relevant specific programs in coordination with ICVA’s Director of Program.

**Coordination and collaboration with NGO fora, ICVA members and other stakeholders. The position:**

- Keeps him/herself abreast of global humanitarian trends, workstreams, changes, etc. and shares relevant information with ICVA Secretariat, members and NGO fora;
- Engages with ICVA members and NGO fora on topics related to Humanitarian Coordination at global and country levels;
- Facilitates good coordination and collaboration with InterAction, SCHR and other NGO consortia to ensure a coherent support to ICVA members;
- In coordination with ICVA’s Regional Humanitarian Representatives, visits ICVA members and /or
NGO fora in-country to provide support and ensure strong connection between practice and policy;

**Engagement with the Inter Agency Standing Committee (IASC). The position:**
- Ensures ICVA members are well represented in global coordination mechanisms, especially the IASC;
- Represents ICVA at the IASC Emergency Director Group (EDG), prepares for and supports other ICVA members sitting at the EDG;
- Supports ICVA participation and contribution to the IASC Principals level;
- Liaises with other ICVA staff and members representing ICVA in other IASC bodies (Result Groups, OPAG, Deputies’ Forum, etc.) to ensure coherence in ICVA positions;
- and other Coordination Mechanisms on behalf of ICVA (category A);

**Advocacy and representation at global level. The position:**
- Develops a good understanding of country operations and humanitarian coordination issues to be able to represent NGOs perspectives at the global level.
- Ensures that ICVA members and NGO fora voices are amplified in the various humanitarian coordination entities where ICVA holds a seat. That may be either occupied by ICVA Secretariat staff (IASC bodies) or an ICVA member on behalf of the consortium;
- Support members sittings in other global coordination mechanisms on behalf of ICVA (the so-called category A representation);
- Develop advocacy points on country operations or humanitarian coordination issues upon request for any targets/allies of third parties (States, EDG meetings, other NGOs, etc.);
- Supports the Director of Policy and ICVA Executive Director in positioning the organisation on main humanitarian issues discussed at global level, especially on humanitarian coordination;
- Contributes to ICVA’s policy team objectives and other organisational priorities as required by the line manager

**Engagement with humanitarian leadership. The position:**
- Leads on preparing and facilitating meetings with HC, RC, OCHA and UN Representatives;
- Supports the HC pool call for interest process;
- Engages with the RC system.

**Members’ engagement:**
- Address specific tailored request of ICVA members, NGO fora or NGOs on Coordination.
- Ensures regular communication and sharing of information on humanitarian coordination within the team and members, contributes to the bulletin and other ICVA information and communication materials.

V. Profile

**Education:**
- Advanced university degree in international relations, politics, international law or other social studies.

**Experience and skills:**
- At least 10 years of relevant experience in coordination at international and/or country level;
- Experience in working for and a good knowledge of the NGO sector and humanitarian action;
- Solid understanding and exposure to various global coordination mechanisms;
- Experience in monitoring and evaluation, project development and budget management;
- Strong communication and public relations skills;
- Ability to work on own initiative, prioritise work and handle pressure;
- Excellent proficiency in English, with knowledge of French, Spanish or Arabic being an asset;
- Strong team player, culturally sensitive and of a high integrity

VI. Applications and eligibility
- A cover letter and CV, including three references should be sent to recruitment_1@icvanetwork.org indicating “Head of Humanitarian Coordination” in the subject title.
- Only shortlisted candidates will be contacted.
- Due to COVID-19 restrictions, ICVA will be able to process only applications from candidate with an existing valid working permit for Switzerland.
- **Deadline for application is May 29, 2020.**

ICVA’s selection process includes rigorous background checks and reflects our organisational integrity and commitment to making humanitarian action more principled and effective.