Associate Policy Officer (APO)

Location: Geneva
Contract: Full time
Starting date: April the 1st 2020
Undetermined contract

Objective of the position
The APO will support ICVA Director of Policy in reaching the following objectives:

1. To strengthen ICVA’s engagement as per its diversity priorities (age, disabilities and gender considerations)
2. To strengthen ICVA’s engagement in its role in support of the members in protection and assistance to migrants in vulnerable situations
3. To follow up and contribute to policy developments relevant to ICVA mandate as per teamwork plan/or request by Director of Policy;
4. To enhance exchange of information and coordination among the policy team;

Roles and responsibilities
More concretely the APO will:

• Support in planning and organizing of policy team meetings;
• Work effectively as part of a small policy team, sharing ideas and knowledge, and supporting colleagues
• Conduct research on policy topics relevant to the work of the organization as required by the line manager;
• Prepare short background documents, talking points and briefing papers on such topics;
• Reach out to members to ensure their work and advocacy messages are well-reflected in such documents and they are kept informed of relevant policy work;
• Identify and reach out as per agreement with line manager to external actors relevant to ICVA’s policy engagements;
• Attend, as per agreement with the line manager to various policy meetings externally, take minutes and report back to colleagues in Geneva and Regional Hubs;
• Support in facilitating consultations, events and other meetings needed as per above specified objectives and draft their reports (i.e. IOM- NGOs Humanitarian Partnership Consultations, UNICEF- NGOs Humanitarian Partnership Consultations, webinars, etc.),
• Perform other duties as assigned.

Organisational Setting
The APO will report to:

• ICVA Director of Policy
Qualifications and Requirements:

Education:
- Advanced university degree in international law, international relations, politics, or related academic field;

Experience, Competencies and Skills
- Two years working experience in the NGO sector
- Exposure to international/inter-agency coordination mechanisms in Geneva
- Demonstrated experience in organizing events with large NGO participation

Knowledge:
- Pre-intermediate level of knowledge of humanitarian policy issues
- Knowledge of human rights and human rights mechanisms
- Pre-intermediate level of knowledge of ICVA Membership, UN Partner Agencies (UNHCR, IOM, UNICEF, etc.) and other Geneva based humanitarian actors

Competencies and Skills:
- Good skills in research and drafting
- Strong organizational skills
- Ability to work independently and under pressure
- Team-player with good communication skills
- Ability to be flexible and interested to develop further professionally
- Excellent oral and written English, fluency in French is desirable

Applications
- A cover letter and CV, including three references should be sent to recruitment_1@icvanetwork.org indicating 'Associate Policy Officer’ in the subject title.
- Deadline for application is the 28th of February 2020

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