ICVA Regional Representative for Asia-Pacific

**Location:** Bangkok (with regular travels abroad)  
**Contract:** Permanent position - 100%  
**Starting date:** 1st October 2020

I. **ICVA**

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 130 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.

While historically based in Geneva, ICVA in 2013 expanded its presence to Asia, MENA and Africa aiming at:  
- Ensuring closer proximity with its members in the regions;  
- Expanding representation to regional or global humanitarian and policial actors based in these regions;  
- Developing stronger links between field realities and global policies.

II. **Place in the organisation**

Reporting to the ICVA Director of Programme, the Regional Representative executes the ICVA strategy in the Asia-Pacific region and is the extension of the ICVA secretariat in the region. The Regional Representative supervises the work of the Deputy Regional Representative. She/he also works in parallel with the ICVA Director of Policy and the other Regional Representatives, along with the Director of Finance and Administration. The Senior Policy officers in Geneva work to support the Regional Representatives with content and support in four focus areas in accordance with the Theory of Change and annual workplans.

III. **Objectives of the position**

The Regional Representative sets the direction and focus of ICVA’s work in the Asia-Pacific region in the framework of the 2019-2021 Strategy. The position works with a diverse membership and she/he engages between ICVA, its members and partners in ICVA’s four key focus areas, in order to strengthen principled and effective humanitarian action for all NGOs.

IV. **Main Responsibilities/Tasks**

**Design and implementation of programme framework and strategy:**  
- In alignment with ICVA strategy/theory of change and in collaboration with ICVA team and members, be part of designing programmes (log frames, work plans, budgets and any other relevant documents).

**Analysing and explaining:**  
- Produce, share and exchange information, analyses and learning opportunities for members in the region;
- Contribute to the Monthly Bulletin with regular updates on achievements and opportunities in the region;
- Maintain a regional mailing list of members and partners, and communicate regularly with this group;
- Produce briefing papers on topics of relevance to the region;
- Organise face-to-face or online learning events tailored for the region;
- Monitor, analyse and keep abreast of the latest humanitarian policy development specific to the region, and in line with ICVA humanitarian policies.

**Influencing and advocating:**
- Maintain high-level relationships with key stakeholders in the region, including UN, Donors, RC/HC etc;
- Ensure a strong and multi-faceted NGO voice from the region is reflected in key debates and decision-making forums in the region and at global levels that affect humanitarian action;
- Bring NGO perspectives in the Less Paper More aid project, through the piloting countries.
- Support members in the region to contribute to and influence the humanitarian policies and practices of key regional actors i.e ASEAN, AHA Centre, China, etc.

**Connecting members:**
- Facilitate increased NGO access to important stakeholders, including multilateral partners (e.g UN agencies and the World Bank), regional Governments, donors, regional bodies, the private sector;
- Support NGO meetings with and feedback to UN agencies, Resident and Humanitarian Coordinators, the World Bank, and regional bodies.

**Supporting members:**
- Strengthen the capacities of NGOs in the region to engage in the humanitarian system;
- Represent ICVA at the Regional IASC and promote engagement of members;
- Provide strategic and ad-hoc support to NGO Fora in priority countries in the region;
- Respond to NGO queries for information and advice;
- Encourage member engagement in important events in line with the ICVA representation guidelines;
- Support regular meetings of Thematic and Regional Working Groups;
- Facilitate regional members to participate in the ICVA Annual Conference.

**Convening members engagement:**
- Facilitate and organise meetings, workshops, discussions and debates for members/NGO Fora in the region to exchange experiences and information;
- Develop and maintain relationship with ICVA’s members at a number of levels; in the region and at country levels;
- Support the implementation of ICVA’s membership enabling strategy and work plans in Asia;
- Support NGO Fora/networks to reach members of networks.

**Other:**
- Participate in planning and preparing the budget and workplans for the region;
- Supporting fundraising opportunities in the region, including with ICVA members.
- Oversee ICVA’s Asia/Pacific Hub administration (finance, HR enabling strategy, etc.);
- Identify potential funding opportunities in line with ICVA’s strategy in the region.

I. **Profile**
Required
- Advanced university degree in relevant field, such as humanitarian assistance, international relations, political science, or related academic field;
- Knowledge of the international humanitarian sector including the major current humanitarian policy issues and trends (especially related to ICVA’s strategic priorities);
- Experience leading or supporting networks and managing diverse relationships;
- Experience working in humanitarian or development settings in Asia-Pacific region.

Desirable
- Knowledge of the major humanitarian settings in the region;
- Demonstrated experience in engaging with political, humanitarian and development actors in the region, including those outside the UN and NGO sectors;
- Experience working with national-level NGO Networks/Fora;
- Experience working in challenging environments and on complex issues under pressure.

Competencies and skills:
- Understanding of ICVA’s mission and NGO contribution to the humanitarian sector.
- Proven ability to work autonomously.
- Proven ability to work in a team.
- Proven ability to manage a small team.
- Proven ability to work under pressure and be flexible, including ability to cope with deadline, multiple tasks, and competing and changing demands;
- Ability to set her/himself and others challenging, but realistic targets in the regional directions papers.
- Well-developed communication, presentation and representational skills appropriate for different audiences, including the ability to influence people.
- Quick analytical thinker who understands contextual developments and can link them to the (potential) implications for ICVA.
- Fluent in English and excellent writing skills.

II. Applications –
- A cover letter and CV, in English only including three references should be sent to recruitment_1@icvanetwork.org indicating “Asia-Pacific Regional Representative” in the subject title.
- Deadline for applications 4th August 2020
- National (Thailand) and regional applications are encouraged. Applications will be assessed on basis of the administrative issues relating to delivery of a work permit, if applicable.

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