Vacancy for ICVA Regional Representative
MENA

Location: Amman, Jordan (with regular travels abroad)
Contract: Permanent position - 100%
Starting date: 1st April/May 2020
Deadline for application: 10 January 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.

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 policy 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 MENA region and is the extension of ICVA secretariat in the region. The regional Representative supervises the work of the deputy representative. She/he also works in a parallel with the ICVA Geneva 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 MENA 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 key four focus areas, in order to strengthen principled and effective humanitarian action.
IV. Main Responsibilities/Tasks

**Design and implementation of programmes 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, budget and any other relevant documents).

**Analysing and explaining:**
- Producing, and sharing and exchanging information, analyses and learning opportunities designed for members in the region.
- Contribute to the Monthly Bulletin, and maintain regional mailing list for members.
- Produce briefing papers.
- Organise ICVA-PHAP learning streams 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:**
- Ensure a strong and multi-faceted NGO voice from the region is reflected in key debates and decision-making forums in the region and global levels that affect humanitarian action.
- Facilitate joint NGO statements, on humanitarian related issues.
- Bring NGO perspectives in the Less Paper More Aid project, through the piloting countries.
- Facilitate members engagement in the region to contribute and influence regional bodies i.e Arab League, Saudi, Qatar, etc. on humanitarian policies and practices.

**Connecting members:**
- Facilitating increased NGO access to important stakeholders, including multilateral partners (e.g UN, agencies and the World Bank), host Governments, donors, regional bodies, the private sector.
- Supporting NGO meetings with and feedback to UN agencies, Resident and Humanitarian Coordinators, the World Bank, regional bodies, and follow the UNHCR decentralisation process.

**Supporting members:**
- Strengthen the capacities of NGOs in the region to engage in the humanitarian system.
- Represent ICVA at the Regional IASC and promote ICVA’s members engagement.
- Support the NGO Fora project, responding to NGO queries of information and advice, and funding member travel to speak at important events in line with ICVA’s new representation guidelines.
- Supporting regular meetings of Thematic and Regional Working Groups.
- Participating in the ICVA Annual Conference.
- Working and supporting alliances, like the Civil Society Action Committee on Migration and Refugee Compacts.
- Facilitate documents translation into Arabic for access to members in the region.

**Convening members engagement:**
- Facilitate, organise and convene meetings, workshops, discussions and debates for members/NGO Fora in the region to exchange experiences and information, and collaboration.
- 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 MENA.
- Support NGO Fora/networks to reach members of networks.

**Other:**
- Participate in planning and preparing the budget and workplans for the region.
- Oversee ICVA’s MENA Hub administration (finance, HR enabling strategy, etc...).
- Identify funding opportunities in line with ICVA strategy.
- Support the legal status process of the regional hub in Amman, Jordan.

V. **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 current humanitarian policy issues (especially related to ICVA’s strategic priorities).
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- Knowledge of specific (humanitarian) experience in the middle east, and political, humanitarian and emerging actors in the region is a strong added value.

**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 deadlines, multiple tasks, and completing and changing demands;
- Ability to set her/himself and others challenging, but realistic targets in the regional direction 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.
- Working proficiency in Arabic (speaking, reading, writing) strongly desirable.
- Fluent in English and excellent writing skills.

VI. **Applications**
- A cover letter and CV, in **English only** including three references should be sent to recruitment_1@icvanetwork.org indicating “MENA Regional Representative” in the subject title.
- Deadline for applications is 10 January 2020.
- Preference will be given to applicants with Middle East nationalities.

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