



## ICVA Deputy Regional Representative Asia Pacific

<b>Location:</b>	<b>Asia Pacific</b>
<b>Travel:</b>	<b>some travel abroad</b>
<b>Contract:</b>	<b>Permanent position - 100%</b>
<b>Starting date:</b>	<b>1<sup>st</sup> February 2022</b>

### 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 [2030 strategy](#) ICVA promotes and facilitates NGO engagement in humanitarian systems and issues, with a focus on Forced Migration, Humanitarian Coordination, Humanitarian Financing, and Cross Cutting issues such as Localization, Nexus, NGO space and PSEA.

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 political actors based in these regions.
- Developing stronger links between field realities and global policies.

### II. Place in the organisation

Reporting to the ICVA Asia Pacific Regional Representative (Bangkok), the Deputy Regional Representative supports the execution of the ICVA strategy in the Asia Pacific region and is part of the ICVA Secretariat. As part of the RSH programme, they will also liaise with the ICVA PSEA focal point, Deputy Team Leader and the Digital Communications and Content Manager of the programme. She/he also works with the ICVA Geneva Director of Policy and the Regional teams. He/she will be supported by the Secretariat in accordance with annual workplans.

### III. Objectives of the position

The Deputy Regional Representative supports the regional representative in setting the direction and focus of ICVA's work in the Asia Pacific region in the framework of the [2030 strategy](#), the Asia Pacific regional directions, [Strategic Priorities 2022-2024](#) and workplan 2022-2024. The position works with a diverse membership and they engage between ICVA, its members and partners to strengthen principled and effective humanitarian action for all NGOs.

### IV. Main Responsibilities/Tasks

#### Implementation and Development of ICVA strategy and workplans:

- In alignment with the ICVA 2030 strategy and the regional workplans collaborate with the ICVA team and members to effectively deliver the regional program.
- Be part of designing programmes with members and the ICVA team as needed (log frames, work plans, budget and any other relevant documents).
- Support NGO meetings with and feedback to UN agencies, regional bodies and other multilateral actors e.g. ADB



### **Analysing and explaining:**

- Monitor and analyse national and regional policy developments and debate relating to the humanitarian scene to conduct effective analysis, mapping, and learning exchanges for ICVA and its members in the region;
- Organise tailored learning events in collaboration with the ICVA focus area leads for members and NGO for a in the region.
- Develop and disseminate regular regional update to members and contribute to ICVA communication pieces as required.
- Support, as part of ICVA's engagement in the [Safeguarding Resource and Support Hub](#) (RSH), the crafting and implementation of RSH outreach and communication strategy for the region.

### **Influencing and advocating:**

- Work closely with the Regional Rep. to 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.
- Support member and NGO fora private/public advocacy initiatives on regional humanitarian issues in line with ICVA's policy focus area.
- Highlight regional issues and examples which can support ICVA's policy work at the global level e.g. IASC principals and EDG discussions.  
Support members in the region to contribute to and influence the humanitarian policies and processes of key regional actors i.e ASEAN, AHA Centre,

### **Connecting members:**

- Enhance/develop relationships with intergovernmental organisations, UN, Donors, private sector and other stakeholders within Asia Pacific region to broaden opportunities for members to collaborate/engage effectively on relevant humanitarian issues.
- Facilitate opportunities for members to connect and exchange with other partners and NGO foras for learning, capacity development and collective advocacy opportunities.
- Maintain interaction and network with ICVA's members, and reach out to new members.
- Support regional members and fora to engage effectively with ICVA policy and global work as relevant

### **Supporting members:**

- Represent ICVA at the Regional IASC and other relevant forums, and promote ICVA members engagement.
- Participate in regional and global working groups to support work of members
- Support in strengthening the capacities of NGOs in the region to engage in the humanitarian system.
- Maintain regional mailing list of members, stakeholders, regional working groups and keep it up to date.
- Support the implementation of ICVA's membership enabling strategy and work plans in Asia Pacific

### **Convening:**

- Support in creating and facilitating space/platforms including organising, and delivering meetings, workshops, discussions and training sessions to support members address key issues affecting delivery of effective principled humanitarian action.

### **Administration:**

- Ensure compliance with ICVA organizational policies
- Support the recruitment and management of consultants.
- Manage supplier relations and logistics for events, support and document printing and translation etc
- With the regional representative support management of administrative tasks as required.



## V. Profile

### Required

- Advanced university degree in relevant field, such as humanitarian assistance, international relations, political science, or related academic field;
- At least 5-8 years experience working in humanitarian or development settings in Asia-Pacific region.
- Knowledge of the international humanitarian sector including the major current humanitarian policy issues and trends (especially related to ICVA's strategic priorities);
- Experience in digital communication design and implementation to support events, learning and collaboration (e.g. podcasts, social media)

### Desirable

- Knowledge of the key humanitarian settings in the region including in the Pacific region;
- Demonstrated experience in engaging with political, humanitarian and development actors in the region, including those outside the UN and NGO sectors;
- Fluency in a regional language
- Experience leading or working with networks and NGO Networks/Fora;
- Understanding of safeguarding and/or PSEA desirable
- Knowledge of media contexts in the region

### 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 work under pressure and be flexible, including ability to cope with deadline, multiple tasks, and competing and changing demands;
- Well-developed communication, presentation and representational skills appropriate for different audiences, including the ability to influence people.
- Strong interpersonal skills to support collaborative ways of working
- Fluent in English and excellent writing skills.

## I. Applications

- A cover letter and CV, in English only including references should be sent to [recruitment\\_1@icvanetwork.org](mailto:recruitment_1@icvanetwork.org) indicating "Asia-Pacific Deputy Regional Representative" in the subject title.
- Deadline for applications **2 January 2022**
- 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.*