



## ICVA Representative for West and Central Africa

**Location:** Dakar, Senegal (with regular travels abroad)  
**Contract:** Permanent position - 100%  
**Starting date:** 1<sup>st</sup> April 2022

### 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 [2022-2023 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 political actors based in these regions;
- Developing stronger links between field realities and global policies.

### II. Place in the organisation

Reporting to the ICVA Africa Regional representative, the West and Central Africa (WCA) Representative supports the execution of the ICVA strategy in the WCA region and is part of the ICVA Secretariat. She/he also works with the ICVA Geneva Directors of Policy/Programme and the Regional teams. He/she will be supported by the Regional Representative in four focus areas in accordance with the Theory of change and annual workplans.

### III. Objectives of the position

The WCA Representative complements and supports the regional representative in setting the direction and focus of ICVA's work in the WCA 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 four focus areas, in order to strengthen principled and effective humanitarian action for all NGOs.

### IV. Main Responsibilities/Tasks

#### Support 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:

- Support effective research, mapping, and advocacy for advancing ICVA's work in WCA ; including to support planning and delivery of capacity building/learning activities with members and NGO fora by producing, and sharing and exchanging information, analyses and learning opportunities;



- Monitor and analyse national and regional policy developments and debate relating to the humanitarian scene in the region, including support in developing and implementing strategies to promote NGOs work and engagement at regional and national level;
- Support organising of ICVA learning Streams tailored for the region;
- Contribute to the Monthly Bulletin;
- Provide internal briefings and support to ICVA participation in global initiatives that concern the region.
- Maintain regional mailing list for members and other stakeholders and keep it up to date.

**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 development of tools and materials such as policy briefs, policy recommendations, summaries of key conferences/meetings, petitions etc., in order to share/promote and advance key issues and messages with ICVA's network;
- Support in identifying stakeholders and allies for the development of advocacy, campaigning, capacity building and communication strategies;
- Assist in supporting NGO Fora and members in the region including supporting their advocacy initiatives and work in the region and globally (capacity building, trainings, advice).

**Connecting members:**

- Support with interaction and consultations with members, NGO fora, regional actors and donors;
- Support to maintain interaction and network with ICVA's members, and reach out to new members;
- Conduct outreach with key groups and individuals to become members/ subscribers or supporters;
- Inform and liaise with members and NGO fora;
- Provide ongoing technical support to members/NGO fora in developing their capacities and on occasions their advocacy efforts;
- Support in enhancing/developing relationships with intergovernmental organisations, regional actors and other stakeholders within Africa region.

**Supporting members:**

- Support in strengthening the capacities of NGOs in the region to engage in the humanitarian architecture;
- 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;
- Participation in the ICVA Annual Conference.

**Convening:**

- Support in coordinating, organising, and delivering meetings, workshops, discussions and training sessions as needed to support NGO community in the region;
- Contribute to developing and maintaining 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 Africa;
- Liaise with the Regional Representative and policy officers in Geneva any support to strengthen capacity building, advocacy and campaigning skills among ICVA members and NGO fora;
- Support in coordinating, organising, and delivering meetings, workshops, discussions and training sessions as needed to support NGO community in the region.

**Other:**

- Identify resources to support the consolidation of the position for the future



- Support in the implementation of dedicate programs with partners for the region (i.e. Hilton HAG program in Nigeria).
- Participate in planning and preparing the budget and workplans for the region, provide reporting on activities, internally and to donors;
- Undertake other activities as requested to support ICVA's mission and vision;
- Support hosting and/ or promote humanitarian training opportunities for NGOs provided by other stakeholders;
- Dissemination of information and soliciting feedback from national NGOs on advocacy statements through ICVA's regional mailing list.

## V. Profile

### Required:

- At least 10 years of experience in the Humanitarian field (NGOs, UN, donors or RCRC) with experience in the Africa region and WCA specifically;
- Prior experience in humanitrian coordination is an added value.
- Advanced University degree in relevant field, such as humanitarian assistance, international relations, political science, or related academic field;
- Knowledge of humanitarian landscape in the Africa Region, and political, humanitarian and regional 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;
- Ability to travel in the region;
- 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;
- Fluent in both french and English languages (speaking, reading, writing).

### Application process

Applications including cover letter, CV or resume should be sent by email to [recruitment5@icvanetwork.org](mailto:recruitment5@icvanetwork.org). The closing date for applications is the **2nd of January 2022**.

***ICVA promotes diversity in its recruitment process. Candidates interested in this position must be a national of the country of residence or have a valid work permit to work in country of residence. ICVA's selection process includes rigorous background checks and reflects our organisational integrity and commitment to make humanitarian action more principled and effective.***