ICVA Chief Operating Officer (COO)

We have an exciting opportunity for you to join our team as a member of the Senior Management Team.

The Chief Operating Officer (COO) is a strategic, nimble, systems thinker and executor. This newly created position oversees the day-to-day administrative and operational functions of ICVA. The COO is a member of the Senior Management Team and serves as a trusted thought partner to the Executive Director.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Chief Operating Officer (COO) (100%)</th>
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<tbody>
<tr>
<td>Classification Level</td>
<td>Director, Member of the Senior Management Team</td>
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<tr>
<td>Organisation</td>
<td>ICVA</td>
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<tr>
<td>Location</td>
<td>To join the teams in one of ICVA’s office locations: Geneva, Amman, Nairobi, Dakar, Bangkok</td>
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<td>Immediate Supervisor</td>
<td>Executive Director</td>
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I. ICVA

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 140 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.

The ICVA 2030 Strategy adopted by the ICVA’s General Assembly in 2021 sets the framework for the direction and focus of ICVA’s work from 2022-2030, as we evolve and transform our network. Rooting us more deeply in our mission of principled and effective humanitarian action, this strategy sets our collective values, our ways of working and our aspirational transformations. We work on focus areas (Forced Migration, Humanitarian Coordination and Humanitarian Financing) to best serve our members and the sector as a whole. Our added value is rooted in our work explaining & analysing, convening, brokering, influencing & advocating, supporting, and collaborating.

Historically based in Geneva, ICVA Secretariat has now presence in Africa, Asia, Latin America, and MENA.
II. Job purpose

The Chief Operating Officer (COO) is a strategic, nimble, systems thinker and executor. This newly created position oversees the day-to-day administrative and operational functions of ICVA. The COO is a member of the Senior Management Team (SMT) and serves as a trusted thought partner to the Executive Director.

The COO will lead ICVA to establish supportive and enabling practices, sustainable financial resources, secure and adaptive global infrastructure, and design innovative systems and methods toward an inclusive organisational culture with equitable practices within the Secretariat and across the ICVA membership.

The COO will lead the implementation of the Enabling strategies (Funding, Human Resources, Communication and Membership) and provide leadership to key organisational functions, including planning, risk management, information technology and compliance, as well as cultural and operational transformation.

III. Summary of the Role

Bringing values driven, entrepreneurial acumen, the COO will lead high-functioning teams in the implementation of the Enabling Strategies (Funding, Human Resources, Communication and Membership) supporting ICVA 2030’s strategic ambitions. Reporting to the Executive Director the role will provide leadership to key organisational functions, including planning, risk management, information technology and compliance, and cultural and operational transformation.

Working with a future focused team, this role will manage people and systems and is responsible to influence the alignment of resources and strategy across the organisation.

The role will lead efforts to secure strategic investment opportunities, ensure agile financial and resourcing stewardship (beyond budgeting) for the ICVA Secretariat.

The role engages and contributes to the broader collective NGO action in relevant focus areas and transformations as per ICVA 2030 Strategy and Strategic Priorities 2022-2024.

The role will manage core ICVA Secretariat functions geographically dispersed.

The role is an executive contract of five years and renewable.
IV. Main Duties and Responsibilities

Key organisational functions
As a member of the Senior Management Team, provide leadership to key organisational functions, including planning, risk management, information technology and compliance, as well as cultural and operational transformation. Support the Executive Director in the continued development of a Culture of Diversity, Equity, and Inclusion.

Enabling Strategies
Supporting the ICVA 2030 strategic ambitions, lead the implementation of the Enabling Strategies adopted by the Board (3-year enabling strategies).

Lead the implementation of the Funding Enabling Strategy
Develop and strengthen relationships with donors and supporters.
Have overall responsibility for expenditure and reporting maintaining a transparent and robust system.

Lead the implementation of the Human Resources Enabling Strategy
Develop People policies that provide a high level of support to team members, foster sustainable work practices, and practices/policies which are equitable across the various locations where ICVA team members live.
Ensure duty of care for the ICVA Secretariat staff and legal requirements to protect ICVA are fulfilled.

Support the implementation of the Membership Enabling Strategy
Support initiatives to engage with ICVA members to enhance ICVA’s impact and outreach.
With oversight by the Board Membership committee, support ICVA Secretariat team to recruit new ICVA members to continue reflecting ICVA’s diversity and humanitarian focus.

Support the implementation of the Communication Enabling Strategy
Support the consolidation of comprehensive communication approaches around ICVA’s focus and thematic areas.
Develop initiatives for ICVA’s relationships with members to leverage the communication capacities.

V. Who are we seeking?

As a member of a senior management team, you will offer strong leadership capability and people management skills with demonstrated experience in managing, inspiring and empowering multidisciplinary teams in changing environments.

Displaying astute entrepreneurship, you will draw on your success implementing organisational change approaches and practices including workplace culture change and organisational development.

Essential to success will be a deep commitment to ICVA’s principles and objectives and a strong alignment to equal opportunity and sensitivity to cultural differences and gender issues.
# VI. Requirements

## Experience

More than 10 years of relevant experience

## Knowledge, Competencies and Skills

An inspirational leader with strategic leadership skills to identify opportunities for ICVA to leverage its role and influence.

A passionate people person with a proven ability to work across a global, diverse team.

Experience leading DEI processes in global contexts and building and promoting DEI-centred culture and systems.

Analytical thinker with sound judgment to realise opportunities to influence and think through the (potential) implications for ICVA and the membership.

Highly successful fundraiser with ability to install confidence in donors.

Track record of the full spectrum of donor grants from preparing a grant proposal to ensuring the accountability including on the narrative and financial reporting.

Proven ability to work under pressure and be flexible, including the ability to cope with deadlines, juggle multiple tasks, and make sound judgments to manage the competing and changing demands.

An informed understanding of key issues affecting the humanitarian sector with experience of managing systems and operations in complex settings with multidisciplinary teams.

Fluently spoken and written English.

Other languages (preferred)

## Aptitudes applicable to all staff

A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration in the work environment.

Emotionally intelligent and people-focussed approach that inspires the trust and commitment of others.

A resilient, clear and decisive decision-making approach which is allied to a consultative and collaborative management style.

A commitment to ICVA’s aims and core values of accountability, ambition, collaboration, creativity, and integrity.

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ICVA promotes diversity in its recruitment process.

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

Applications including cover letter, CV or resume should be sent by email to recruitment_2@icvanetwork.org.

The closing date for applications is Friday 11th of March 2022.