Re-advertisement- ICVA Deputy Regional Representative for Asia Pacific

Location: Asia
Travel: some travel abroad
Contract: Permanent position - 100%
Starting date: 1st April 2022

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 the Resource and Support Hub Programme and focal point for the Asia Pacific, they will also liaise with ICVA’s PSEA colleagues, Deputy Team Leader and the Digital Communications and Content Manager of the programme. They also work 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 and seek input on priority areas
- Lead the Safeguarding Resource and Support programme for South Asia in collaboration with global partners
- Contribute to programme and project design as needed
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 fora in the region
- Develop and disseminate regular regional update to members and contribute to ICVA communication pieces as required
- Develop the outreach and communication strategy for the Asia Pacific, particularly South Asia as part of ICVA’s engagement in the Safeguarding Resource and Support Hub (RSH) program

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
  Build relationships with key regional institutions and policy makers such as ASEAN, Asia Development Banks etc

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 fora 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

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 (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
- Coordination experience leading or working with networks and NGO Networks/Fora
- Understanding of safeguarding and/or PSEA
- Knowledge of media contexts in the region
- Fluency in a regional language

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 deadlines, 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.

VI. Applications
- A cover letter and CV, in English only including references should be sent to recruitment_1@icvanetwork.org indicating “Asia-Pacific Deputy Regional Representative” in the subject title.
- Deadline for applications is 21st March 2021 though applications will be reviewed on an ongoing basis.
- Applicants from the Asia Pacific Region are strongly encouraged.
- Applicants who have applied for this position need not reapply.

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