Head of Humanitarian Finance
Job description

Job Title: Head of Humanitarian Finance
Classification Level: 5
Organisation: ICVA
Location: Global
Immediate Supervisor: Director of Policy

This role is based in Geneva. All applicants must be willing to live and work in Geneva.

I. About ICVA

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 160 non-governmental organisations (NGOs) active in 160 countries, operating at global, regional, national and local levels. ICVA’s 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 ways of working: analyzing & explaining; convening; connecting; influencing & advocating; supporting; and collaborating. Historically based in Geneva, ICVA Secretariat has a presence in Africa, Asia, Latin America, and MENA.

II. Position background

The Head of Humanitarian Finance plays a central role in the strategic leadership and management of ICVA’s efforts in the field of Humanitarian Finance. The position reports to the Director of Policy and collaborates closely with the ICVA Secretariat and network to implement ICVA’s Strategic Plan, particularly in the focus area of Humanitarian Finance. This position manages one staff member, the Policy Officer for Humanitarian Finance who is based in Geneva.

III. Job purpose

The Head of Humanitarian Finance is responsible for shaping the strategic direction of ICVA’s work in Humanitarian Finance, ensuring that ICVA fulfils its strategic mission and objectives. They serve as ICVA’s primary subject matter expert on humanitarian finance. The focus includes, but is not limited to:

1. Building and nurturing strategic partnerships with a focus on reducing administrative burdens on frontline responders.
2. Improving access to quality funding as a foundation for humanitarian finance.
3. Supporting NGOs to better understand, develop, and apply risk management systems.

IV. Main duties and responsibilities

Strategic leadership in policy engagement
- Provide leadership and strategic direction to ICVA’s Humanitarian Finance initiatives.
- Represent ICVA in key humanitarian finance and policy meetings, demonstrating expertise and leadership in the field.
- Collaborate with stakeholders to influence and shape global and regional humanitarian finance policies and practices.
- Contribute to various global and regional dialogues aiming at addressing humanitarian funding challenges (i.e., the Grand Bargain, PFWG) by ensuring ICVA members are informed and able to influence decisions.
- Lead dialogue and negotiations with UN agencies to improve the terms and conditions of partnerships with NGOs.
- Support the participation of NGO members in the governing structures of funding mechanisms, with a specific focus on national and local NGOs.
- Support ICVA members in identifying and navigating risks, with regards to sanctions, counter-terrorism measures, and bank derisking trends.

Humanitarian Finance Working Group and communication
- Lead and coordinate ICVA’s Humanitarian Finance Working Group, setting priorities, identifying action items, and ensuring effective collaboration.
- Contribute to the development of ICVA publications, including the monthly bulletin, monitoring reports, annual reports, internal studies and communication materials.
- Oversee the development and implementation of learning events, webinars and other initiatives to promote knowledge sharing and capacity strengthening within the sector.

Internal engagement
- Advise the Director of Policy and Executive Director as needed on positioning ICVA on humanitarian finance and other ICVA priorities discussed at global level.
- Advise the Regional Hubs in their engagement with members on humanitarian financing related issues.
- Contribute to ICVA’s policy team objectives and other organisational priorities as required by the line manager.
- Contribute to the development of grant funding proposals and related monitoring, reporting and evaluation.

Management
- Manage the Policy Officer for Humanitarian Finance, including oversight of tasks, duties and performance management.
- Oversee and manage consultants engaged in supporting ICVA’s humanitarian finance work.

V. Profile

Required
- Advanced degree in international relations, finance and policy studies, political science, or a related academic field.
• At least 10 years of relevant work experience, with a strong background in NGOs, humanitarian finance and policy.
• In-depth knowledge and experience with humanitarian funding mechanisms of donors and UN agencies.
• Solid understanding of humanitarian policy and the functions of related UN agencies.
• Exceptional leadership skills.
• Strong analytical and strategic thinking abilities, capable of grasping contextual implications in policy discussions.
• Excellent written and verbal communication skills with the capability to represent ICVA in public meetings and effectively advocate for NGO perspectives.
• Proficiency in English (oral and written) with the ability to generate materials with minimal additional editing.
• Experience in project management and budget management.
• Previous experience in managing the work of consultants.
• Flexibility in working hours and a willingness to travel as required (up to 25%).
• Proven ability to work effectively in a multicultural team and international environment.

Desirable
• Direct experience working in an operational NGO in a field context.
• Hands-on experience with humanitarian grants, including proposal development, implementation, management, reporting, monitoring and evaluation, and audit processes.
• Familiarity with risk management concepts and tools.
• Good working level of French (oral and written).
• Knowledge of Spanish or Arabic would be an asset.

ICVA is committed to promoting equity and equality, valuing diversity and creating an inclusive environment. All qualified candidates are encouraged to apply.

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 a cover letter and CV or resume should be sent by email to Recruitment_2@icvanetwork.org. The deadline for applications is 25 November 2023.