



## ICVA Policy Officer, Humanitarian Finance

**Location:** Geneva preferred, other ICVA hub possible +/- 2 hours of CET  
**Contract:** Permanent  
**Starting date:** July-August 2022

### 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 of explaining and 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. Position Background

The Policy Officer, Humanitarian Finance reports to the Head of Humanitarian Finance. The Policy Officer is engaged in implementing the work of the Secretariat and network in the implementation of the ICVA Strategic Plan. The policy and advocacy work conducted by ICVA involves multiple approaches to representing the NGO voice in global dialogue, including collecting inputs from a range of NGO partners, drafting policy documents, drafting joint statements, and facilitating dialogue between various humanitarian actors. The Policy Officer is expected to cover a broad range of topics in the humanitarian finance space. S/He supports the delivery of high-quality products that help ICVA maintain its leading role in humanitarian policy and advocacy work.

### III. Objectives of the Position

The Policy Officer supports the work of the Head of Humanitarian Finance in completion of the work plans developed by the Policy Team. The position is situated within ICVA Policy Team and reports to the Head of Humanitarian Finance. ICVA Humanitarian Finance is focused on three strategic objectives for 2022 to 2024:

1. Building 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 Responsibilities

- Represent ICVA in humanitarian finance and other policy meetings at the request of the Head of Humanitarian Finance
- Represent ICVA in consultations on improved partnerships, donor conditions and harmonization, access to quality funding and other efforts, including drafting of policy documents, and engaging with ICVA members to gather inputs.



- Organise development and implementation of learning events, webinars, and other events, including engagement with members to identify speakers and priority areas for action.
- Support the ICVA Humanitarian Financing Working Group meetings including setting priorities, identification of action items, emailing agenda to participants, running meetings via Microsoft Teams, and note taking when required.
- Support the Pooled Fund Working Group meeting preparation (organises preparation calls with ICVA members, analyses background documents, drafts talking points).
- Support Head of Humanitarian Finance in ICVA engagement in the Grand Bargain (and subsequent structures), including workshops, caucuses, workstreams, and other activities as required.
- In cooperation with the Head of Humanitarian finance, oversee consultants tasked to support ICVA, including drafting terms of reference, selection, and weekly engagement to ensure products are completed in the agreed timeframe.
- Contribute to the ICVA bulletin, monitoring reports, annual report, internal studies, and communications materials, as well as studies and other publications conducted by partners related to ICVA's work on humanitarian finance.
- Complete other tasks as requested by the Head of Humanitarian Finance related to humanitarian finance and/or other ICVA priorities.

## **V. Profile**

### **Required**

- Advanced degree in international relations or related academic field
- 3 to 5 years of work experience, including experience working with NGOs
- Understanding and experience with humanitarian funding mechanisms of donors and UN Agencies
- Understanding of humanitarian policy and the functions of related UN agencies
- Ability to work on own initiative, prioritize work, handle pressure and take day-to-day decisions
- Quick analytical thinker who can understand contextual implications in policy discussion
- Excellent communications skills both written and spoken with the ability to represent ICVA in public meetings and effectively represent the NGO voice
- Excellent knowledge of English (oral and written) with the ability to generate materials that require limited additional editing
- Ability to have a flexible approach to working hours, with travel when required (up to 15%)
- Ability to work effectively in a multicultural team and international environment

### **Desirable**

- Experience working in an operational NGO in a field context
- Thorough understanding of current humanitarian issues
- Direct experience with humanitarian grants: proposal development, implementation, management, reporting, M&E, audit, etc
- Understanding of risk management concepts and tools
- Previous experience managing the work of consultants
- Good working knowledge of French (oral and written)



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HUMANITARIAN ACTION

## **VI. To Apply**

Applications including cover letter, CV or resume should be sent by email to [recruitment\\_2@icvanetwork.org](mailto:recruitment_2@icvanetwork.org).

**The closing date for applications is 5 July 2022**

**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.**