



A GLOBAL NGO NETWORK  
FOR PRINCIPLED AND EFFECTIVE  
HUMANITARIAN ACTION

**Client:** International Council of Voluntary Agencies (ICVA)

**Role Title:** Executive Director

## **Exposé**

ICVA is a global network of organisations that has for 60 years remained committed to its mission of making humanitarian action more principled and effective by working collectively and independently to influence policy and practice. This is a role for a compassionate, charismatic, forward-thinking humanitarian leader who is excited about leading the organisation to grow and evolve to tackle the core elements of humanitarian coordination, humanitarian financing and forced migration, while promoting diversity, equity and inclusion.

**Location:** Geneva, Switzerland

**Closing date:** 20 August 2022

**Starting date:** 1 March 2023

**Type of contract:** Permanent (pending probation)

**Salary:** CHF 136k - 143k net. Reflective of living costs Switzerland. Salary indicated excludes personal health insurance costs.

**Reference:** ICVA-ED

**Website Link to role:** <https://mis.tl/icva-ed>

## **About ICVA**

Founded in 1962, the International Council of Voluntary Agencies (ICVA) is a global network of over 140 non-governmental organisations. Its mission is to make humanitarian action more principled and effective by working collectively and independently to influence policy and practice. ICVA has an outreach of over 8,000 organisations including large and small, secular and faith-based, national and international NGOs, networks and consortiums. It is active in 160 countries, operating at global, regional, national and local levels.



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## **Purpose of the Role**

The purpose of the ED role is to lead a vibrant global network of credible civil society members; to manage the performance of the Secretariat, ensuring that the organisation remains financially viable; and to influence externally in line with the current strategy.

## **Duties and Responsibilities**

- Lead on developing and delivering ICVA's vision, multi-annual 2030 strategy and annual plan.
- Lead the Secretariat team by inspiring, motivating colleagues and building a sense of shared ownership.
- Ensure the effective management of the ICVA Secretariat's operations and financial resources through strong financial planning, forecasting, controls, and income generation so that the Secretariat remains financially viable and in line with the annual budget.
- Develop and maintain effective relationships with current and potential donors and raise funds for ICVA's work.
- Lead the development and growth of the ICVA membership and network.
- Reporting to, and working with the ICVA Board, to ensure the effective functioning of the network in terms of governance and management.
- Provide leadership on the reform of humanitarian practise and standards, systems, and policies, to improve outcomes for affected populations, through:
  - effective and high-quality communication,
  - engaging member organisations and others,
  - developing and maintaining relations with a wide range of diverse actors and partners, in and outside the humanitarian sector
- Represent ICVA at senior levels across the global humanitarian sector, e.g. the Inter-Agency Standing Committee (IASC) and other governmental and intergovernmental bodies.



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## **Skills and Experience**

- More than ten years of leadership and management experience.
- An inspirational and dynamic leader with strong visionary and strategic leadership skills.
- Confident people manager who inspires and motivates members and staff, across multi-functional teams, promoting diversity, equity and inclusion within the secretariat and network.
- Ability to promote an agile and responsive environment to lead change and ensure successful achievement of the ICVA 2030 Strategy.
- An exceptional and influential communicator, thinking clearly, deeply and broadly, and who can build strong and collaborative relationships and find common ground amongst members, the ICVA Board, and Secretariat colleagues, with ease.
- Analytical thinker with sound judgment to realise opportunities to influence and think through the real and potential implications for ICVA and the membership.
- Highly successful fundraiser with the ability to instill confidence in donors
- Proven ability to work under pressure and be flexible within a fast-changing environment, including the ability to cope with deadlines, juggle multiple tasks, and make sound judgments to manage the competing and changing demands
- A strong commitment to and understanding of compliance and risk management.
- An informed understanding of key issues affecting the humanitarian sector with connection/understanding from operational experience on the ground.
- Confident advocate at ease with representing the views of ICVA members in public fora, including media.
- Fluency in English.
- Knowledge of French, Spanish or Arabic is desirable/ preferred.



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*ICVA is committed to promoting equity and equality, valuing diversity, creating an inclusive environment and combating unfair treatment. Equality of opportunity and freedom from discrimination are fundamental human rights, and underpin the Geneva Conventions and humanitarian principles. ICVA will exercise leadership and commitment in promoting diversity, equity and inclusion. Specifically, ICVA believes this will be achieved through its roles as a responsible employer, and as an organisation that promotes principled, effective and accountable humanitarian action with its members.*

## **How to Apply**

Piqued your interest? All applications must be directed to Mission Talent.

To apply for this role, please prepare your CV (in English) and a motivation letter (one page) that summarises how your profile aligns with the key requirements, skills and abilities of this role. Both files should be submitted in .doc(x) or .rtf format via this form: <https://mis.tl/cv>.

After submitting your application, you will receive an automated confirmation. If you do not receive this or have general questions about submitting your application, please write to [enquiry@missiontalent.com](mailto:enquiry@missiontalent.com).