



## Head of Forced Migration

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| Job Title            | Head of Forced Migration |
| Classification Level | 5                        |
| Organisation         | ICVA                     |
| Location             | Geneva                   |
| Immediate Supervisor | Director of Policy       |

### I. About 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 a presence in Africa, Asia, Latin America, and MENA.

### II. Job Purpose

To lead on ICVA’s core strategy area of Forced Migration.

### III. Summary of Role

Under the management of the ICVA Director of Policy and part of the ICVA Policy Team, the Head of Forced Migration leads the work in this focus area in agreement with ICVA Strategy. The Head of Forced Migration will work in close collaboration with ICVA Secretariat team, members and other external stakeholders to develop the required interventions that fall under the Forced Migration focus area and guarantee their implementation respecting the objectives, timeframe, theory of change and budget allocated. This role has one management responsibility and is based in Geneva.

### IV. Main Duties and Responsibilities

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| <b><i>Advocacy, Policy and Programme Lead</i></b> | <ul style="list-style-type: none"> <li>Keeps themselves abreast of legal, policy developments and practices in forced migration and shares relevant information with ICVA members, NGO fora and other stakeholders.</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• Develops a good understanding of operations on forced migration issues across regions to be able to represent NGOs perspectives at the global level.</li> <li>• Ensures that ICVA members and NGO fora voices are represented.</li> <li>• Supports the ICVA Regional Hubs in their engagement with members on forced migration related issues at regional level amplified in the various global discussion on forced migration.</li> <li>• In coordination with the ICVA Regional Hubs visits ICVA members and /or NGO fora in-country to provide support and ensure strong connection between practice and policy.</li> <li>• Develop advocacy points on country situations or forced migration issues upon request for any targets/ allies of third parties.</li> <li>• Supports the ICVA Director of Policy and ICVA Executive Director in positioning the organisation on main humanitarian issues discussed at global level, especially on forced migration.</li> <li>• Contributes to ICVA's policy team objectives and other organisational priorities as required by the line manager.</li> </ul> |
| <p><i>Coordination and collaboration at the global level</i></p> | <ul style="list-style-type: none"> <li>• Convenes regularly the forced migration working group and organises other meetings between members and relevant stakeholders to share and exchange on laws, policies and practices in responding to forced migration and protecting the rights of refugees, IDPs, vulnerable migrants, stateless persons, etc.</li> <li>• Contributes to strengthen collaboration between ICVA and other core agencies and stakeholders in forced migration, including UNHCR; IOM; Special Advisor on Solutions to Internal Displacement etc.</li> <li>• Leads from ICVA side in co-hosting of the UNHCR-NGO global consultations in Geneva and supports the organisation of the regional NGO consultation, in strong coordination with the ICVA Regional Hubs.</li> <li>• Engages with ICVA members and NGO fora on topics related to forced migration at global, regional and country levels.</li> </ul>  |
| <p><i>Resource mobilisation and communication</i></p>            | <ul style="list-style-type: none"> <li>• Regularly reach out to States, donors and other external stakeholders to brief them on ICVA's work on forced migration and proactively seeks partnership opportunities in this regard.</li> <li>• Leads and contributes to the development, implementation, and reporting of programmes in line with the strategic priorities and objectives of ICVA's work on forced migration.</li> <li>• Initiates, contributes, and leads on studies and research on focus migration critical issues, the documenting of ICVA's work on solution, good practices, etc.</li> </ul>   |
| <p><i>Personnel management</i></p>                               | <ul style="list-style-type: none"> <li>• Management responsibilities for one Senior Policy officer including oversight of tasks and duties and performance management.</li> </ul>  |



## V. Requirements

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| <b>Experience required</b>            | <ul style="list-style-type: none"><li>• At least 12 years of relevant experience.</li><li>• Experience in working for and a good knowledge of the NGO sector, if possible, with at least three years of experience in the field and at HQ level on forced migration related programs.</li><li>• Solid familiarity with the work of international and regional organisations with relevant mandate in the area of forced migration.</li></ul>   |
| <b>Qualification and Education</b>    | <ul style="list-style-type: none"><li>• Advanced university degree in international relations, politics, international law or other social studies.</li></ul>  |
| <b>Essential knowledge and skills</b> | <ul style="list-style-type: none"><li>• Solid understanding and exposure to various global and regional policy initiatives and mechanisms on addressing forced migration.</li><li>• Experience in monitoring and evaluation, project development and budget management.</li><li>• Strong communication and public relations skills</li><li>• Excellent proficiency in English.</li><li>• Ability to work on own initiative, prioritize work and handle pressure.</li><li>• Strong team player, culturally sensitive and of a high integrity.</li><li>• Ability to work in a multi-cultural team.</li></ul> |
| <b>Desirable knowledge and skills</b> | <ul style="list-style-type: none"><li>• Knowledge of French, Spanish or Arabic an asset.</li></ul>   |

*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 cover letter, CV or resume should be sent by email to [Recruitment\\_1@icvanetwork.org](mailto:Recruitment_1@icvanetwork.org). The closing date for applications is 13 January 2023**