



## ICVA INTERNSHIP PROGRAMME

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| Job Title            | ICVA Internship  |
| Classification Level | Internship as part of the ICVA internships Programme (supervised and PAID) |
| Organisation         | ICVA   |
| Location             | ICVA office at the NGO Humanitarian Hub, Geneva                            |
| Timeline             | February /March 2023 for 6 months  |

### 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 presence in Africa, Asia, Latin America, and MENA.

### II. Job Purpose

The Internship programme aims to offer young professionals based in Geneva area a chance to grow and learn while supporting ICVA with administrative and back-office support. This is an exciting opportunity to learn more about the humanitarian sector, and an opportunity to network with other humanitarian organisations including in the NGO Humanitarian Hub. ICVA commits to providing opportunities to learn about all areas of ICVA work. **This is a supervised and paid internship opportunity. This opportunity would be for 6-month duration.**

### III. Summary of Role

By providing operations support, the intern would take on daily duties that would include providing support to the operations team with a number of duties related to finance and administration. Some support for events will also be required and may require the intern to travel to the regions when events are being organised. Therefore, ability to travel is a prerequisite for this role.



#### IV. Main Duties and Responsibilities

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| <b>General Operations support (50%)</b> | <ul style="list-style-type: none"><li>• Support to Finance and Administrative officer with ad hoc duties such as organisational filing, invoicing of member dues and following up with suppliers as well as other duties that may arise</li><li>• Support to Chief Operating Officer on HR such recording recruitment outcomes for audit purpose, assisting in organising joint training for staff, updating templates and other duties as may arise</li></ul> |
| <b>Events (50%)</b>                     | <ul style="list-style-type: none"><li>• Provide assistance to Events officer with staff retreat, Annual conference and Membership day meetings including on the day support</li><li>• Provide assistance to the regional teams when organising big events. This may require travel to location to deal with suppliers, stationary needs and general set up as well as dealing with on the day support requests from team and from attendees</li></ul>          |

#### V. Requirements

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|---------------------------------------|---|
| <b>Experience required</b>            | 0-1 years of experience or could be part of curriculum credit   |
| <b>Qualification and Education</b>    | Relevant area of study with preference for interns interested in operations, events, HR and or finance.<br>English speaking with strong knowledge of French (B2 level)  |
| <b>Essential knowledge and skills</b> | <ul style="list-style-type: none"><li>• Must be self organised</li><li>• Able to work with diverse team</li><li>• Excellent communicator</li><li>• Attention to detail a must</li><li>• Solid knowledge of Microsoft suite and Teams</li><li>• Committed to ICVA's mission and values</li></ul> |
| <b>Desirable knowledge and skills</b> | <ul style="list-style-type: none"><li>• Interest in learning about the operations of Not-for-Profit</li><li>• Interest in learning about the humanitarian sector</li><li>• Proactive and willing attitude</li></ul>   |
| <b>Location</b>                       | Must be based in Geneva and have permission to live and do internships in Geneva (no accommodation or travel costs will be covered by this programme)   |

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.

Candidates must have the right to live and work in Switzerland. Applications including cover letter, CV or resume should be sent by email to [recruitment6@icvanetwork.org](mailto:recruitment6@icvanetwork.org). The closing date for applications is 31 January 2023.