



Short term contract Interim ICVA Deputy Regional Representative.

Location:	Amman, Jordan (with regular travels abroad)
Contract:	Short term contract (maternity cover)
Starting date:	May 2023
Duration:	6 months

About ICVA

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 130 nongovernmental 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. ICVA promotes and facilitates effective NGO engagement in the humanitarian sector, with a focus on Forced Migration, Humanitarian Coordination, Humanitarian Financing, and cross-cutting systems-strengthening issues.

About the position

ICVA's regional offices are located in Asia, Africa, and MENA and aim at ensuring close proximity with its members in the region, expanding representation to regional or global humanitarian and political actors based in these regions and developing stronger links between field realities and global policies. Working for the MENA Team, as the Deputy MENA Regional Representative (maternity cover) you will:

- Keep abreast of the latest developments, monitor, and share information on a weekly basis with the MENA mailing list and Relative NGO Fora
- Keep abreast of the latest developments related to countries of priority, precisely in Syria, Turkey, Yemen, Libya, Iraq and OPT
- Contribute to the implementation of the ICVA MENA hub 2023 workplan, ICVA's strategies, and specific projects
- Contribute to the Monthly Bulletin
- Liaise with the policy officers in Geneva
- Work closely with the Regional Rep. to ensure a strong and multi-faceted NGO voice from the region is reflected in key debates and decision-making forums in the region and global levels that affect humanitarian action
- Assist in supporting NGO Fora in the region including supporting their advocacy initiatives and work in the region (capacity building, trainings, Fora exchange initiative)
- Connecting and Supporting Members: Support with interaction and consultations with members, NGO Fora, regional actors, donors, provide connections and linkages on external workshops, trainings, various stakeholders/actors, promote ICVA members engagement
- Convene: Support in coordinating, organising, and delivering meetings, workshops, discussions and training sessions as needed to support NGO community in the region (Upcoming in May: Members Meeting and NGO Fora Annual Meeting and UNHCR Regional Consultation)
- Closely coordinate with MENA Regional Representative and support/participate in planning, preparing workplan and budget for 2024
- Follow up on logistic guidelines according to SCI financial rules
- Undertake other activities as requested to support ICVA's mission and vision



- Support hosting and/ or promote humanitarian training opportunities for NGOs provided by other stakeholders
- Regularly hold bi-lateral meetings with partners, members, NGO foras and attend relevant workshops, general body meetings, etc.
- Serve as the regional communications focal point for the Resource and Safeguarding Hub (RSH). Contributing to newsletters (quarterly, blogs, edits, and joining meetings regularly)

Requirements for the role include:

- Experience in working for and a good knowledge of the NGO sector including current humanitarian policy issues (especially related to ICVA's strategic priorities)
- Experience in working in MENA and with various political, humanitarian, and emerging actors and NGO fora in MENA
- Knowledge of humanitarian landscape in the middle east, and political, humanitarian, and regional actors in the region
- Excellent written and oral skills in English

Reporting lines

The position will directly report to the ICVA MENA Regional Representative.

Duration

6 months starting ideally on 1 May 2023.

To apply

Applications including cover letter, CV or resume, should be sent by email to icvamena@icvanetwork.org

Deadline for applications is 13 April 2023.



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Geneva, Switzerland
Humanitarian Hub, La Voie-Creuse 16, Geneva, 1202
Email: secretariat@icvanetwork.org