



Head of Humanitarian Finance Job description

Job Title	Head of Humanitarian Finance
Classification Level	5
Organisation	ICVA
Location	Global
Immediate Supervisor	Director of Policy

This role is based in Geneva. All applicants must be willing to live and work in Geneva.

I. About ICVA

Established in 1962, the International Council of Voluntary Agencies (ICVA) comprises a worldwide network of more than 160 non-governmental organizations (NGOs) engaged in activities across 160 countries. Operating at global, regional, national, and local tiers, ICVA is dedicated to enhancing the principled and effective nature of humanitarian action. Through collaborative and independent efforts, the organization strives to influence policies and practices, fostering a collective impact on the humanitarian landscape.

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.

ICVA's distinctive strengths are embedded in our operational methodologies, which encompass analysis and explanation, convening, connecting, influencing and advocating, supporting, and collaborating. With a historical foundation in Geneva, the ICVA Secretariat extends its reach across Africa, Asia, Latin America, and the Middle East and North Africa (MENA) region.

II. Position background

The pivotal role of the Head of Humanitarian Finance is integral to ICVA's strategic emphasis on Humanitarian Finance. Reporting to the Director of Policy, this role involves close collaboration with other team members and member NGOs to execute ICVA's 2030 Strategy, with a specific focus on Humanitarian Finance. Additionally, the position entails the management of associated staff member(s), situated in Geneva and/or other ICVA locations as needed to fulfil tasks within the portfolio.

III. Job purpose

The Head of Humanitarian Finance is responsible for leading on the strategic direction of ICVA's work in Humanitarian Finance. Their responsibility encompasses ensuring that ICVA not only realises its strategic mission and objectives but also addresses the needs of member agencies. As the primary portfolio holder for humanitarian finance, their focus spans, but is not confined to:



1. Establishing and fostering strategic partnerships, with a particular emphasis on minimizing administrative burdens for frontline responders.
2. Enhancing access to high-quality funding as a fundamental element of humanitarian finance.
3. Assisting NGOs in comprehending, formulating, and implementing effective risk management systems.

IV. Main duties and responsibilities

Strategic leadership in policy engagement

- Provide strategic direction to ICVA's Humanitarian Finance initiatives.
- Represent ICVA in key humanitarian finance meetings, demonstrating expertise and leadership in the field.
- Collaborate with stakeholders to influence and shape global and regional humanitarian finance policies and practices.
- Participate in diverse global and regional discussions focused on tackling challenges in humanitarian funding, such as the Grand Bargain and PFWG. Ensure that ICVA members are well-informed and empowered to exert influence on decision-making processes.
- Ensure member NGOs take the lead, whenever possible, in the governing structures of funding mechanisms, particularly emphasising the involvement of national and local NGOs, while providing support for their participation.
- Support member NGOs in identifying and navigating risks, with regards to sanctions, counter-terrorism measures, and bank de-risking trends.

Humanitarian Finance Working Group and communication

- Lead and coordinate ICVA's Humanitarian Finance Working Group, establishing priorities, pinpointing action items, and ensuring seamless collaboration.
- Play a role in authoring and contributing to various ICVA publications, encompassing the monthly bulletin, monitoring reports, annual reports, internal studies, and communication materials.
- Develop and implement learning events, webinars and other initiatives to promote knowledge sharing and capacity strengthening within the sector.

Internal engagement

- Offer guidance to the Director of Policy and Executive Director, as necessary, regarding positioning ICVA and NGO members on humanitarian finance and other global-level priorities.
- Provide advice to the Regional Hubs in their engagement with members concerning issues related to humanitarian financing.
- Support ICVA's policy objectives and other organisational priorities as directed by the line manager.
- Participate in the development of grant funding proposals and associated activities, including monitoring, reporting and evaluation.

Management

- Supervise personnel (including consultancies) within the Humanitarian Finance portfolio, including overseeing tasks, responsibilities, and performance management.

V. Profile

Required

- Advanced degree in international relations, finance and policy studies, political science, or a related academic field.



- At least 10 years of relevant work experience, with a strong background in NGOs, humanitarian finance and policy.
- In-depth knowledge and experience with humanitarian funding mechanisms of donors and UN agencies.
- Thorough comprehension of humanitarian policy and the functions of the current international financing structures.
- Exceptional organisational and leadership skills.
- Robust analytical skills, adept at discerning contextual implications within policy discussions .
- Outstanding written and verbal communication skills, with the ability to represent ICVA in public meetings and advocate for NGO perspectives.
- Proficiency in English (oral and written), with the capability to produce materials requiring minimal additional editing.
- Experience in project management and budget management.
- Previous experience in managing project consultants.
- Willingness and availability to travel as required (up to 25%).
- Proven ability to work effectively in a multicultural team and international environment.

Desirable

- Experience with humanitarian grants, including proposal development, implementation, management, reporting, monitoring and evaluation, and audit processes.
- Direct experience working in an NGO in an operational context.
- Familiarity with risk management concepts and tools.
- Good working level of French (oral and written).
- Knowledge of Spanish or Arabic would be an asset.

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 a cover letter and CV or resume should be sent by email to Recruitment_2@icvanetwork.org. The deadline for applications is 31 December 2023.