



COORDINATOR(S) Climate & Environment Charter Secretariat

Job Title	Coordinator, Climate & Environment Charter Secretariat (two positions available at same level)
Organisation	Climate & Environment Charter Secretariat, hosted by ICVA
Location and Duration	Global (remote), 2 years with possibility of renewal
Reporting to	Governing Board for the Climate & Environment Charter Secretariat

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. About the Secretariat for the Climate & Environment Charter

Envisioned as a guiding document for the humanitarian sector and developed by the ICRC and IFRC in consultation with ICVA and hundreds of humanitarian actors, the [Climate and Environment Charter for Humanitarian Organisations](#) has received remarkable support since it was opened for signature in May 2021. More than 350 humanitarian organizations, including international, regional, and local NGOs and NGO networks, National Red Cross and Red Crescent Societies, UN agencies, and humanitarian research institutions from over 140 countries have signed. It has also gathered support from states and other major supporters of the humanitarian system: as of mid-2023 Canada, Denmark, the European Union, France, Germany, Japan, Norway, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland, and the United States of America had added their signature.

Focus is now switching to how signatories of the Charter can be supported with their own process of implementation. A small Secretariat is being established, administered by ICVA, which will take the



Charter forward, particularly in the key areas of technical guidance; promotion, dissemination and advocacy; knowledge sharing; communication and external engagement.

The Secretariat's work will be guided and supervised by a Governing Board of five organizations. The ICRC, IFRC, and ICVA will sit as permanent Board members and will continue to play a prominent public role on behalf of the Charter. The two remaining board members will rotate periodically among other Charter signatories, reflecting their diversity. ICVA will be responsible for the administration of the Secretariat, managing funds and contracting staff.

III. Job Purpose

Reporting to and overseen by the Governing Board of the Climate & Environment Charter Secretariat, the Coordinator(s), Climate & Environment Charter Secretariat constitute the Secretariat. They will coordinate overall support to Charter signatories, connect signatories with expertise and resources from across the humanitarian sector and elsewhere, and promote the Charter externally. The Coordinator(s) will champion and be visible advocates for the Charter and scaling up of action across the humanitarian sector related to the Charter commitments.

IV. Summary of Role

The Coordinator(s), Climate & Environment Charter Secretariat will be responsible for establishing objectives and workplans for the Secretariat in consultation and collaboration with the Governing Board of the Charter Secretariat. The Coordinator(s) will work with a diverse range of stakeholders, including Charter signatories, potential signatories, technical experts, donors, and inter-agency coordination bodies and platforms – all with a view to ensure the aims of the Charter are met, and relevant technical guidance and good practices are identified, collated and shared. Coordinators will ensure that the activities of the Secretariat stay within budget, that the public list of signatories is kept updated, and communicate on a regular basis with signatories on relevant internal and external developments and milestones.

In the spirit of the Charter Commitments, the Coordinator will foster collaboration, partnerships, peer-to-peer exchange and joined-up approaches to help organisations set and then advance on their own Charter targets.

Salaries for this role will be between 118'000-125'000 CHF **inclusive of all benefits**. The amount includes pension contribution and mandatory deductions (social insurances etc depending on location).

V. Main Duties and Responsibilities

Technical guidance	Connect signatories to resource centers and experts and regularly assess their needs to ensure they have access to the support they require. Identify key gaps in knowledge and practices and connect to appropriate sources to close these gaps.
Knowledge-sharing	Share Charter-related resources, organize webinars and providing support to communities of practice; collect good practice examples and lessons learned; develop knowledge products in collaboration with resource centers and experts; establish/maintain knowledge sharing platforms as appropriate

	(Charter guidance, tools and related platforms, including the Charter website).
Promotion, dissemination, and advocacy	Present and promote the Charter and the implementation of its commitments to various stakeholders and at events; support the Charter board to engage with external third parties, including non-signatories. In collaboration with the Governing Board, maintain close links with Charter supporters (States) and donors, and work to secure the future financial sustainability of the Secretariat.
Communication and engagement	Managing signatures and targets; informing signatories of relevant developments related to climate, the environment and humanitarian action; coordinating joint messages from Signatories as required, and managing the Charter website.
M&E and Reporting	Establish KPIs for Secretariat performance; collate monitoring data against KPIs; prepare periodic public Secretariat reports; formal donor reporting for Secretariat funding.
Support Charter Governing Board	Coordinate with members of the Governing Board for the Charter Secretariat; support Governing Board meetings; prepare Secretariat objectives, workplans and budgets and seek agreement from the Governing Board; report back to Governing Board.

VI. Requirements

Experience required	<ul style="list-style-type: none"> • A minimum of 10 years' experience in the humanitarian and/or development field (NGOs, UN, donors, etc.). • Experience with the themes of climate change and/or the environment.
Qualification and Education	<ul style="list-style-type: none"> • Advanced university degree in a relevant field, such as international relations, political science, social studies or related. • Academic background in climate change or environment an advantage.
Essential knowledge and skills	<ul style="list-style-type: none"> • Excellent communication, writing, presentation and representational skills appropriate for different audiences, including the ability to influence people. • Understanding of the broader humanitarian sector and its current challenges, and of existing coordination platforms. • Proven ability as a connector and able to foster partnerships and collaboration. • Proven ability to work autonomously and develop and implement own workplan. • Proven ability to work under pressure and be flexible, including ability to cope and keep-up with deadlines, multiple tasks, and competing and changing demands. • Ability to work in cross cultural environments- • Fluency in English language.



<p>Desirable knowledge and skills</p>	<ul style="list-style-type: none">• Inter-agency coordination, advocacy and communication strategy development.• Knowledge management skills, including developing and/or compiling technical guidance, trainings/capacity building initiatives, good practices and case studies.• Experience in organizing workshops, trainings, webinars and consultations.• Ability to communicate in French, Spanish or Arabic is highly desirable (English is a requirement).
--	---

ICVA promotes diversity in its recruitment process.

ICVA’s selection process includes rigorous background checks and reflects our organizational integrity and commitment to make humanitarian action more principled and effective.

Applications including cover letter, CV or resume should be sent by email to recruitment6@icvanetwork.org.

The closing date for applications is 15 January 2024