



Director of Network Engagement Job description

Job Title	Director of Network Engagement
Classification level	E2
Organization	ICVA
Location	Geneva/Nairobi/Dakar/Amman
Immediate supervisor	Executive Director
Start date	September 2024

I. About ICVA

The International Council of Voluntary Agencies (ICVA) stands as a global network of non-governmental organizations (NGOs) united in their commitment to enhancing the effectiveness of humanitarian action worldwide. With a rich history spanning decades, ICVA serves as a pivotal platform for collaboration, advocacy, and knowledge exchange among diverse NGOs operating in the humanitarian space.

At the heart of ICVA's mission lies a steadfast dedication to advocating for the rights and needs of affected populations, fostering collaboration among NGOs, and promoting accountability and inclusivity in humanitarian efforts. Through strategic initiatives, capacity-building programmes, and advocacy campaigns, ICVA strives to amplify the voices of its members and drive positive change in humanitarian policy and practice.

Operating at the intersection of policy, practice, and partnership, ICVA plays a vital role in shaping the humanitarian agenda, influencing decision-makers, and mobilising collective action to address the most pressing challenges facing communities in crisis. With a global presence and a commitment to inclusivity and diversity, ICVA embodies the spirit of solidarity and cooperation that defines the NGO sector's response to humanitarian emergencies worldwide.

II. Job Summary

ICVA is seeking a dynamic and experienced professional to fill the role of Director of Network Engagement. This key leadership position will sit in the Senior Management Team and will ensure that ICVA delivers on its local to global mandate with a vibrant and active community of members. This role is crucial in ensuring cohesion across our regional teams and global objectives in alignment with ICVA's 2030 Strategy.

III. Main Duties and Responsibilities

Strategic Leadership	<ul style="list-style-type: none"> Develop and implement a comprehensive strategy on ICVA membership, including membership engagement, size and diversity. Advise and support the 3 Focus Areas and Regional teams, including ensuring effective member engagement and coordination to align with ICVA's overall strategic goals and objectives.
Member Relationship Management	<ul style="list-style-type: none"> Build and maintain strong relationships with ICVA member organizations, understanding their needs and concerns and feeding this back to the ICVA team. Line manage ICVA's regional teams and the Geneva-based units covering NGO Coordination and Forced Displacement activities.



Capacity Strengthening	<ul style="list-style-type: none">• Design and oversee capacity strengthening programmes to enhance the collective actions of member organizations in humanitarian advocacy, and coordination.• Through a process of engaging the membership in this capacity strengthening, create a community of practice around humanitarian advocacy and diplomacy.• Identify and leverage further opportunities for knowledge sharing and learning among members.
Communication and Advocacy	<ul style="list-style-type: none">• Work collaboratively with the Director of Policy, Heads of Units and Regions on efforts to communicate ICVA's initiatives, policies, and advocacy priorities with member organizations.• Collaborate with the communication team to ensure effective dissemination of information and updates.
Collaboration and Networking	<ul style="list-style-type: none">• Facilitate collaboration and networking among ICVA member organizations, promoting partnerships and joint initiatives.• Represent ICVA at relevant forums and events to enhance visibility and engagement.• Ensure effective collaboration among ICVA Regions and Heads of Units to maintain coherence and coordination across ICVA's portfolios while maximising the value add of each.
Feedback and Evaluation	<ul style="list-style-type: none">• Establish mechanisms for collecting feedback from members and use it to continually improve engagement strategies.• Collaborate with the MEAL colleagues to implement evaluation processes to assess the impact of member engagement initiatives

IV. Requirements

Qualification and Education

- Master's degree in a relevant field is desirable.
- Proven experience in a senior leadership role, preferably in an NGO or humanitarian organization.
- Experience in headquarters and country/regional levels strongly desirable.
- Demonstrated experience working in an NGO network or similar membership organization.

Essential Knowledge and Skills

- Strong understanding of the humanitarian sector and the challenges faced by NGOs.
- Excellent communication and interpersonal skills, with the ability to build and nurture relationships.
- Strategic thinking and the ability to translate organizational goals into effective member engagement initiatives.
- Demonstrated experience in capacity strengthening and training programmes.
- Global mindset and ability to work across diverse cultures and contexts.
- Strong understanding of relevant policy and practice related to diversification of NGO leadership and influence at various levels.

V. To Apply

To apply, please send a cover note and your CV to recruitment6@icvanetwork.org with the subject: "Director of Network Engagement" by 12pm CEST on 9 June 2024. Please note that only shortlisted candidates will be contacted.

ICVA is an equal opportunity employer and encourages candidates from all backgrounds to apply.