



FORCED MIGRATION OFFICER

Job Title	Forced Migration Officer
Classification Level	C1-C3
Organisation	ICVA
Location	Geneva / Regions
Immediate Supervisor	Head of Forced Migration

I. About ICVA

The International Council of Voluntary Agencies (ICVA) stands as a global network of non-governmental organisations (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 advocate for the rights and needs of affected populations, fostering collaboration among NGOs, and promoting accountability and inclusivity in humanitarian efforts. Through strategic initiatives, capacity-strengthening 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 Purpose

The Forced Migration Officer's role is to support the implementation and operationalisation of ICVA's strategic objectives. Providing support to ICVA's members and to the Head of Unit, the Forced Migration Officer keeps abreast of the latest developments on the ground, in terms of laws, policies and practices related to forced displacement and provides key feedback in the development of policy objectives. The Forced Migration Officer works closely with members and will ensure coordination and engagement around common areas of concern.

III. Summary of Role

The Forced Migration Officer supports the alignment of the Forced Migration focus area with the priorities of the network to promote the provision of assistance, protection, and durable solutions for forcibly displaced and stateless people. Working closely under the guidance of the Head of Unit, the Forced Migration Officer ensures the collective influence of the network on policy processes and developments related to forcibly displaced and stateless people as well as migrants in vulnerable situations. They also raise awareness of forced displacement situations and will support collective advocacy framed in the context of international humanitarian law, human rights and refugee law. The Forced Migration Officer is focussed on implementing policies and procedures established by the ICVA secretariat leadership and governance structures. The Forced Migration Officer will be a



central contact point for member guidance and communication, disseminating information about ICVA's policies and initiatives and facilitating capacity strengthening activities.

The Forced Migration Officer will support alignment of the focus area of Forced Migration with the two other focus areas of Coordination and Financing, and ensure inclusion of crosscutting priorities related to ICVA's transformations to promote ICVA's 2030 mission and vision.

IV. Main Duties and Responsibilities

Implementation of ICVA Strategy	<ul style="list-style-type: none">- Support in the implementation and operationalization of the ICVA strategy around forced migration- Keep abreast of latest developments in forced displacement and provide key feedback to members and the Head of Unit as well as other teams within ICVA- Organise and develop learning and cross-cultivation events both online and in-person
Coordination	<ul style="list-style-type: none">- Serve as a contact point for ICVA members on forced migration- Assist with member inputs into global policy processes and practices in support of refugees, internally displaced persons, vulnerable migrants, and stateless persons- Facilitate the provision of technical and policy support internally and to members to influence developments in laws, policies, and practices concerning forced migration- At a technical level, engage with external actors including UN agencies, Member States, and other NGO networks on topics relevant to forced migration- Support coordination of ICVA's external engagement on forced migration issues, ensuring it represents the members' experiences, collective voice, and common areas of concern
Communication	<ul style="list-style-type: none">- Disseminate relevant information to members through the Working Group emails, ICVA Bulletin and website as required- Support the communication team by developing key messages to be shared with the network- Highlight new resources and publications with the ICVA network around forced migration



V. Requirements

Experience required	<ul style="list-style-type: none">- Minimum 5 years of relevant experience working in the area of humanitarian action, including with a focus on forced displacement, particularly refugees, at the international, regional, or national level- Experience working with or for NGOs or NGO networks and demonstrated capacity in supporting the NGO sector within the interagency humanitarian system
Qualification and Education	<ul style="list-style-type: none">- Advanced University degree in the social sciences, international politics, law (international humanitarian, refugee or human rights), or other relevant fields
Essential knowledge and skills	<ul style="list-style-type: none">- Knowledge of current humanitarian policy issues, particularly those related to refugees, IDPs, and stateless persons- Excellent communication skills, oral and written, in English- Good understanding of the UN humanitarian system, in particular UNHCR- Proven ability to work as part of a multi-cultural and diverse team- Ability to manage competing priorities and deadlines
Desirable knowledge and skills	<ul style="list-style-type: none">- Knowledge of other languages an asset, in particular Arabic, Spanish, or French- Knowledge on climate change and disaster dimensions of forced displacement

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, CV or resume should be sent by email to recruitment3@icvanetwork.org

Application deadline 05 August 2024.