A GLOBAL NGO NETWORK
FOR PRINCIPLED AND EFFECTIVE
HUMANITARIAN ACTION

VACANCY

INTERNATIONAL COUNCIL OF VOLUNTARY AGENCIES

Executive Director

LOCATION	CONTRACT	START DATE	CLOSING DATE
Geneva, Switzerland	**5 years, renewable**	**To be confirmed**	**30th November 09:00 CET**

ICVA is looking for an Executive Director to harness the power of its large global membership and lead its secretariat to see the 2030 Strategy through to its close and shape what comes next.

About ICVA

Founded in 1962, the International Council of Voluntary Agencies (ICVA) is a global network of NGOs. Our mission is to make humanitarian action more principled and effective by working collectively and independently to influence policy and practice.

Our members range from local and national organisations to large international NGOs. Working together, the Secretariat leads the network across three areas: Forced Displacement, Humanitarian Coordination and Humanitarian Financing, with the promotion of humanitarian principles running through all areas of work. The secretariat is based in Geneva, with regional representation across Middle East, Asia Pacific, West, Central and East Africa and Latin America.

Managing the Secretariat

The Executive Director heads a dispersed secretariat team, headquartered in Geneva, with staff currently in Amman, Bangkok, Bogota, Dublin, Nairobi, and Yaoundé. Yet leading ICVA is more than running an organisation. The secretariat exists to convene, support and amplify its members, so much of the Executive Director's leadership is exercised through influence, trust, and consensus.

Success depends on multiple factors: ensuring a well managed effective and funded secretariat, building a strong team, working under pressure in a constrained resource environment; listening to members across regions, bringing differing views to common ground and making sure the network as a whole is present in the decisions that affect humanitarian action and representing the vision of the members at Principal level in senior policy fora.

Why the network matters

ICVA's value lies in both its members services, providing the members with tools, information, collective platforms and partnership, networking opportunities to facilitate their work and doing what members could not do alone, representing the collective NGO vision to forge an effective humanitarian system. The network brings the experience of NGOs working alongside people affected by crisis into the places where humanitarian policy is decided and carries those decisions back to the organisations that put them into practice.

It is also a space where NGOs of very different sizes, origins and mandates can test ideas, agree common positions and speak with one voice. That collective voice carries more weight with UN agencies, member states and donors than any single organisation could achieve on its own.

Influential Representation

ICVA holds a number of representative roles on behalf of the NGO community. The Executive Director represents the network among the Principals of the Inter-Agency Standing Committee (IASC), the most senior forum for international humanitarian coordination with the UN system, where ICVA is one of three NGO consortia invited on a permanent basis.

The Secretariat hosts key initiatives in the humanitarian sector - including the CBPF Resource Facility, the newly launched NRG Facility under the Grand Bargain, the Interagency PSEA Community Outreach and Communication Fund and is currently serving as PSEA Champion.

These roles carry real responsibility. In them, the Executive Director speaks for a diverse membership, and must earn and keep the trust of members, member states, UN and other international agencies and donors alike.

Shaping the next strategic period

ICVA is nearing the close of its 2030 Strategy. With three years of the current strategy still to run, the incoming Executive Director will see it through to completion while leading the development of the new strategic plan that will underpin the next phase for ICVA.

That means taking stock with members of what has been achieved, reading a changing humanitarian landscape, and working with the Board to set a direction that keeps ICVA relevant and useful to the organisations it exists to serve.

Purpose of the role

Working closely with Board members and reporting the Board Chair, the ED will lead the development and implementation of ICVA's strategy, oversee its financial and operational performance, and strengthen fundraising and partnerships. The ED will provide strong an effective leadership for the Secretariat Team.

The ED will represent an influential global network of civil society members, working with the members, partners and governmental bodies.

The ED will be responsible for the further development of the ICVA network by building on its strengths, maintaining the confidence of its Members, donors and stakeholders, and ensuring that ICVA delivers measurable, sustainable, and demonstrable impact for people affected by crisis.

Key working relationships

INTERNAL

- Senior management team
- All staff
- The Chair and Board of ICVA

EXTERNAL

- ICVA members
- Donors and funding partners
- Government and UN and IOs
- NGO community writ large
- NGO networks (global and country based)
- Sector networks

Key responsibilities

Strategic and ethical leadership

- Lead ICVA's strategic plan in consultation with the Board.
- Establish clear operational priorities, annual work plans, and measurable performance targets.
- Identify opportunities for organisational development and impact.
- Demonstrate the highest standards of integrity, professionalism, accountability, and ethical leadership.
- Promote a culture of excellence, collaboration, accountability, and continuous improvement.
- Promote transparency, sound decision-making, and effective risk management.

Membership leadership and network accountability

- Lead and strengthen ICVA's global membership network, ensuring that members' diverse perspectives and priorities inform the organisation's strategy, policy positions, and collective advocacy.
- Build trust, foster consensus, and promote meaningful participation across the network, amplifying the voices of local and national NGOs and other members

Policy influence and humanitarian diplomacy

- Lead ICVA's policy influence, advocacy, and humanitarian diplomacy, representing the network in key global and regional humanitarian forums, including the IASC.
- Advance collective NGO positions with UN agencies, governments, donors, and other stakeholders to influence humanitarian policy, coordination, financing and to uphold humanitarian principles and protect humanitarian space.

Strategic and thematic leadership and impact

- Provide strategic leadership across ICVA's core areas of forced displacement, humanitarian coordination, and humanitarian financing, ensuring coherence with the organisation's mission and members' priorities.
- Oversee the delivery and measurement of ICVA's collective impact, ensuring that its advocacy, convening, and member engagement contribute to more principled, effective, inclusive, and accountable humanitarian action.

Governance

- Work in close partnership with the Board of Directors to support effective governance and strategic oversight.
- Provide the Board with timely, accurate and relevant information to enable informed decision-making.
- Ensure that appropriate governance frameworks, internal controls, delegations of authority and accountability mechanisms are in place.
- Support the organisation in meeting its constitutional, statutory, and regulatory obligations.

People management and organisational culture

- Lead, motivate and develop the staff team.
- Promote a culture of safeguarding, accountability, and responsible conduct.
- Promote equity, diversity, and inclusion in all aspects of ICVA's work.
- Promote a positive, inclusive, and respectful working environment.
- Support and manage effective communication, teamwork, and collaboration across the organisation.

Financial management and sustainability

- Ensure the responsible management and effective allocation of ICVA's resources.
- Ensure appropriate financial controls, accounting procedures, procurement processes, and authorisation arrangements.
- Develop strategies to strengthen ICVA's financial sustainability and diversify its sources of income.

- Ensure that funds are used in accordance with donor restrictions, grant agreements and ICVA's objectives.

Fundraising and donor relations

- Build and maintain relationships with institutional funders, corporate partners, and other prospective supporters.
- Ensure that donor commitments, reporting requirements and grant conditions are met.
- Maintain effective stewardship arrangements to strengthen donor confidence and long-term engagement.
- Ensure that fundraising activities are ethical, transparent, and consistent with ICVA's values.

External relations, partnerships, and representation

- Act as ICVA's principal executive representative.
- Build and maintain productive relationships with donors, partner organisations, government representatives, international institutions, INGO networks, and other relevant stakeholders.
- Communicate the organisation's mission, achievements, priorities, and funding needs effectively.
- Strengthen ICVA's public profile, credibility, and reputation.
- Maintain constructive relationships with relevant local and international networks.

Legal compliance and risk management

- Ensure that ICVA operates in accordance with its governing documents and applicable Swiss laws and regulations.
- Oversee compliance with relevant requirements relating to the organisation's legal form, activities, employment, financial reporting, data protection, and fundraising.
- Maintain appropriate risk registers, internal controls, and business continuity arrangements.
- Identify, assess, and manage strategic, operational, financial, reputational, and safeguarding risks.
- Ensure that actual or suspected fraud, misconduct, conflicts of interest or serious incidents are addressed and escalated appropriately.

Other duties

- Undertake other reasonable duties consistent with the seniority and purpose of the position, as agreed with the Board.

Person specification

Qualifications	• Master's degree in a relevant discipline or equivalent experience of operating at this level or beyond.
Knowledge and experience	• Significant, senior experience of the humanitarian and development sectors, having worked in or with NGOs (national and international) • Proven expertise and knowledge of humanitarian principles. • Substantial senior management experience of a globally dispersed team. • Knowledge of membership organisations, a variety of donors, and Boards. • Experience of raising funds at a global level to ensure financial sustainability.
Skills	• Able to think and lead strategically and on a global scale. • Proven leadership and influencing skills. • Ability to build coalitions of support, to forge strong partnerships, and to work creatively to solve problems and achieve consensus. • Demonstrates the value of equity, diversity, and inclusion. • Honest, encourages openness and transparency, and demonstrates the highest levels of integrity. • Demonstrates excellent communication skills. • Fluency in English.
Behaviour	• Proven integrity: upholding and promoting the highest standards of ethical and professional conduct and abiding by ICVA's code of conduct.
Other	• Available to travel internationally.

Our commitment

ICVA is committed to promoting equity and equality, valuing diversity, creating an inclusive environment, and combating unfair treatment. Equality of opportunity and freedom from discrimination are fundamental human rights which underpin the Geneva Conventions and humanitarian principles. ICVA will exercise leadership and commitment in promoting diversity, equity, and inclusion. Specifically, ICVA believes this will be achieved through its roles as a responsible employer, and as an organisation that promotes principled, effective, and accountable humanitarian action with its members.

Salary will be commensurate with experience and skills.

How to apply

To apply for this role, please prepare your CV (in English) and a motivation letter (one page) that summarises how your profile aligns with the key requirements, skills, and abilities of this role.

All applications must be directed to **edrecruitment@icvanetwork.org** with "ICVA Executive Director" in the subject line.

Closing date: 30 November 2026