



## Vacancy Notice

<i>Job title:</i>	<b>Policy Officer</b>
<i>Duration:</i>	<b>April 2023 – March 2024</b> (extension possible subject to funding)
<i>Organization:</i>	<b>International Catholic Migration Commission (ICMC)</b>
<i>Reports to:</i>	<b>Director of Policy</b>
<i>Location:</i>	<b>Remotely or in Geneva, Switzerland</b>
<i>Starting date:</i>	<b>April 2023</b> (or as soon as possible)

The [International Catholic Migration Commission \(ICMC\)](#) is an internationally operating, non-governmental and Catholic-inspired organization that serves and protects refugees, internally displaced persons and migrants regardless of faith, race, ethnicity or nationality.

In direct partnership with global and regional civil society partners, ICMC coordinates the [Civil Society Mechanism of the Global Forum on Migration and Development \(GFMD\)](#) as well as the [Civil Society Action Committee \(AC\)](#), a platform which provides a space to civil society organisations for information sharing and collective advocacy in global migration governance, in particular, but not limited to, the implementation of the [Global Compact for Safe, Orderly and Regular Migration \(GCM\)](#).

The Policy Officer will form part of the small but dynamic policy team. S/he will support the team by contributing to its overall policy and advocacy-related work, especially in relation to global civil society coordination in global migration policy and governance. Between now until February 2024, a strong focus will be placed on the organising of civil society activities and engagement for the 2023 GFMD process, including for all GFMD preparatory meetings, thematic workshops, roundtables, and the GFMD Summit in Paris in early 2024. The team's work focus during this period will also include civil society preparations and consultations for the 2024 Regional Migration Review Forums (RMRFs), as well as other GCM-related activities.

### **Responsibilities and tasks:**

Under the supervision of the Director of Policy, and guidance and direction from the Action Committee (AC) and Global Forum on Migration and Development Civil Society Mechanism (GFMD CSM) Coordinator, the Policy Officer will have the following responsibilities:

### **Civil Society Action Committee**

- Support the AC Coordinator in the convening of AC members, strategic development and coordination of advocacy projects and engagement with governments and other stakeholders, and in the preparation and implementation of all related projects and events organised by the AC (including the organisation and moderation of webinars, drafting and editing of reports, advocacy pieces and other news articles, planning of in-person meetings, etc.).
- Provide guidance and oversight to the Policy and Communications Associate to plan, manage, implement, and oversee all matters of communications for the AC, including (but not limited to) the publication of reports, advocacy papers, regular email communications, newsletters, website(s), AC materials, primary documents and other communication tools. This includes content development, visual presentation, brand management, both for internal and external purposes (broad dissemination).
- Provide guidance to the Policy and Communications Associate to plan, manage and oversee all technical matters necessary for the above (management of the AC's membership, data, websites, GDPR compliance, etc.).

### **GFMD Civil Society Mechanism**

- Support the GFMD CSM Coordinator in the management of global civil society engagement in the GFMD, including the development of the entire GFMD Civil Society programme, coordination, communications and management of the GFMD CSM International Steering Committee (ISC) and the engagement of all other civil society representatives, as relevant.
- Support the GFMD CSM Coordinator to oversee the day-to-day work of the CSM secretariat team, including co-developing team workplans, and recruitment, training and oversight of the team members.
- Provide guidance and oversight to the Policy and Communications Associate to manage all external communications related to civil society engagement in the GFMD, including the management of websites, data, publications as well as all communications with all GFMD civil society participants.
- Support the GFMD CSM Coordinator for communications and liaising with the GFMD Chair's team, the GFMD Secretariat, other GFMD Mechanisms and the Youth Component.
- Lead the drafting of the final CSM report and other outputs for broad dissemination.

### **General Policy Department and other misc. responsibilities**

- Support the ICMC Director of Policy and the AC/CSM Coordinator in the management of all ICMC Policy Department projects and preparation of workplans, budgets, funding proposals, reports, and other communications with donors and funders, for the AC and the GFMD CSM, as well as any additional projects as needed.
- Represent ICMC, the AC and/or the GFMD CSM in external meetings as requested by the Director of Policy or the AC/CSM Coordinator.
- Oversee all practical aspects of the Policy Department's work, as needed.

- Oversee technical staff and short-term consultants, identify, train and oversee the work of all Policy and Communications Associates, Assistants and interns.
- Any other task related to the function initiated personally or as required by either the ICMC Director of Policy or the AC/CSM Coordinator.

**Profile: The ideal candidate will have the following qualifications, skills and experience:**

- University degree in migration studies, law, international relations, public policy, administration, event management, communications or a related field.
- At least 3 years' experience working in a civil society or non-profit organization and/or working with civil society partners.
- Excellent level of written and spoken English is necessary. A working knowledge of French and/or Spanish is an asset.
- A prior knowledge of migration policy and governance, migrant rights, and/or global advocacy processes are a plus. A keen interest in these areas is a must.
- At least 2 years' experience in organising international-level events, including both in-person and online/virtual events. Experience organising hybrid events a plus.
- Ability to work in a small decentralised team and with multiple partners within an international environment.
- Experience with managing/overseeing other staff and/or interns a plus.
- Experience with Project Management and/or knowledge of Monitoring and Evaluation tools and methodologies a plus.
- Strong planning and organisation skills are a must.
- Strong attention to detail and adaptability.
- Willing to work under tight timelines, adapting to multiple time zones, and problem solving under pressure are all highly desirable traits.
- Occasional travel within and outside of Europe may be required.

**How to apply:**

- Send a *Curriculum Vitae* (no more than 2 pages), and a 1-page motivation letter explaining why you are suited to this role – only applications referring specifically to the job requirements and specifications will be considered.
- Applications are to be sent to: [policy@icmc.net](mailto:policy@icmc.net)
- Kindly include “**ICMC Policy Officer**” in the email subject line.
- The closing date for receipt of applications is Friday, 31 March 2023.

Only shortlisted applicants will be notified by e-mail of the outcome of their application.

*ICMC is committed to equal opportunities for applicants and employees, and strives for a diverse and balanced workforce. All applications will be treated with confidentiality.*