



Restoring Dignity, Inspiring Change.

ICMC Secretariat
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Email: info@icmc.net
www.icmc.net

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Programme Manager VACANCY NOTICE – PM_01_HQ/24_02

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

JOB TITLE	Programme Manager - Part-time 80%
LOCATION:	Geneva or to be determined (with hybrid possibility)
ORGANISATIONAL UNIT	Programme Management Department
REPORTS TO	Chief Operating Officer
STARTING DATE	April 2024
CLOSING DATE FOR APPLICATIONS	29 February 2024

BACKGROUND

The International Catholic Migration Commission (ICMC) is an international non-governmental organization whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity, or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of national member organizations, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's direct operations and global advocacy efforts are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, and migration and development.

JOB PURPOSE

The position will be part of ICMC Secretariat in Geneva, under the supervision of the Chief Operating Officer (based in Geneva or to be determined, with hybrid possibility). As part of the HQ Programme Management team, the Programme Manager will join other members of the team in the design, implementation, and oversight of ICMC's diverse grant portfolio. The role is to provide technical support and expertise to ICMC Field Offices,



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ICMC Member Organizations and other partners to ensure that all programmes are aligned with ICMC Strategic Plan and programme implementation and accountability requirements.

KEY ROLES AND RESPONSIBILITIES

The position requires a dynamic and highly motivated person able to learn processes quickly, prioritize tasks and respond quickly to queries from staff, donors and other stakeholders, provide qualified advice on a broad range of project issues and meet all reporting requirements from donors.

His/her main responsibilities are as follows:

- Ensure timely and effective implementation of programmes/projects in close cooperation with field offices, ICMC Member Organizations and other partners
- Provide technical support to field-based staff through the entire project cycle (project design, budgeting, development of work plans and project implementation framework, partner capacity-building (when needed and relevant), implementation monitoring, reporting, evaluation) and ensure compliance with donor requirements
- Ensure timely submission of quality project proposals for both existing and new donors
- Provide quality and compliant reporting to donors and other stakeholders as necessary
- Support fundraising and donor engagement initiatives through the provision of programme insight and supporting materials
- Contribute to the identification/assessment of new funding opportunities and possible partnerships with local/international NGOs, and relevant ICMC members/partners
- Conduct regular monitoring field visits to ICMC operations and to ICMC's partners/members to support programme assessments, evaluations, and capacity building



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- Assist in the development of field-based guidelines and standard operating procedures (SOPs), including in the areas of procurement; human resources; security; safeguarding, protection, and PSEA; audit preparation and follow-up, etc. to ensure compliance with donors' requirements and ICMC internal policies.
- Work closely with other team members and members of the Secretariat, including Finance and Communications managers and staff
- Participate in relevant stakeholder meetings and coordinate with governmental, UN, civil society and other humanitarian actors
- Keep abreast of developments in terms of humanitarian standards and guidelines applicable to refugee, migrants and IDP communities affected by forcible displacement and violence through relevant stakeholder meetings and webinars and disseminate available resources to field colleagues (manuals, trainings etc.). Where required, share such updates with ICMC Management, Staff, Members, and Partners.
- Perform other duties as required.

QUALIFICATIONS AND KEY COMPETENCIES

- Advanced University degree in Law/International Law, Political Science, International Relations, Refugee Studies, Human Rights or other relevant field.
- Minimum of 5 years of experience in field-based humanitarian operations or previous work experience within the HQ/Secretariat of an INGO.
- Previous work experience coordinating with partners; experience working with Catholic-inspired, other faith-based and civil society partners an asset.
- Hands-on experience in project drafting and management
- Experience in the drafting, analysis and verification of project proposals and budgets.
- Familiarity with different grant procedures and existing funding mechanisms.



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- Demonstrated understanding of protection, humanitarian assistance, and development standards applicable within situations of forced displacement.
- Expertise in Child Protection, partnership assessment and capacity building an asset.
- Flexibility to perform a multitude of tasks within a dedicated operational team.
- Systematic and analytical approach with a high degree of accuracy and attention to details.
- Excellent organizational skills and ability to prioritize under stressful situations and tight deadlines.
- Strong motivation and commitment to humanitarian principles.
- Basic understanding of, and respect for, the Catholic Church-related values and principles underlying ICMC's humanitarian and advocacy activities
- Excellent oral and written English language skills. French and/or Spanish language proficiency an asset.
- Advanced command of MS Office and other computer programmes.
- Excellent communication skills and ability to work in a multicultural team.
- Willingness to travel to project locations.

HOW TO APPLY

Interested candidates should submit a detailed *Curriculum Vitae*, a cover letter and at least two professional references with full and up to date contact details via email, to: recruitment@icmc.net.

The Vacancy Notice number **PM_01_HQ/24_02** and the applicant's full name must be quoted in the email subject line.



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The closing date for receipt of applications is February 29, 2024.

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

Please note that applications received after the deadline will not be accepted.

DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. Your personal information will be used for recruitment purposes only.

ICMC is committed to offering equal employment opportunity to all applicants regardless of race, gender, color, national origin, religion, physical or mental ability, marital status, and age. Your application will be treated with strict confidentiality.

ICMC is committed to a **Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment**. Screening of applications includes the vetting for records of prior misconduct and reference checking. By submitting your application, you declare your consent for your former employer to disclose any details concerning criminal convictions or misconduct. ICMC can take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment are not recruited.