Terms of Reference: Director of Policy

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Director of Policy</th>
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<tbody>
<tr>
<td>LOCATION</td>
<td>Geneva, Switzerland</td>
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<tr>
<td>ORGANIZATIONAL UNIT</td>
<td>ICMC Headquarters</td>
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<td>TYPE OF CONTRACT</td>
<td>Indefinite</td>
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ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization with a mission 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 members of Catholic Church-related national member organizations, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC’s operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, and migration and development.

SCOPE OF WORK

The Director of Policy will work to expand and enhance professional and institutional capacity and credibility of the organization, which is based on the Teaching and Tradition of the Catholic Church’s centuries-old responses to the needs and dignity of refugees and migrants in all parts of the world.

RESPONSIBILITIES

- Coordinate, and actively engage in, development of ICMC policy, statements, research, publications and related communications consistent with Catholic Social Teaching and ICMC’s mission, strategic plan and capacity;
- Facilitate and coordinate ICMC’s leadership of thinking and civil society organizing on key global issues and processes, including the Global Forum on Migration and Development;
- Engage with ICMC’s Governing Committee and members worldwide, including the regional platforms, to develop and implement strategies that act upon concerns and opportunities and to regularly report on progress with implementing such strategies and plans;
- Represent the ICMC network and its perspectives, experience, values, and programme interests to governments, UN and other intergovernmental and multi-lateral entities, donors, Catholic Church-inspired and other faith-based organizations, and other civil society actors, in Geneva and elsewhere;
• Build and/or maintain relationships in which ICMC is a regular and trusted partner with key actors, including, in particular, diplomatic Missions to the UN, ICMC’s public and private donors, the Office of the UN High Commissioner for Refugees, the International Organization for Migration, the Office of the High Commissioner for Human Rights, the Human Rights Council and the International Labour Organization;

• Expand ICMC policy impact through the development of events, relationships, concepts and funding applications;

• Manage the policy unit in Geneva, including migration and development staff and, in collaboration with the Director of Operations and other senior staff, oversee key policy activity in ICMC liaison offices and operations programmes;

• Liaise with ICMC communications and fundraising units.

QUALIFICATIONS

• Post-graduate degree in migration studies, law, international relations, public policy and administration or a related field;

• Minimum of 10 years of experience in policy work, out of which at least 5 years must have been in a leadership role; other major assets are field work directly with migrants and refugees and experience in working with Catholic Church-related organizations;

• Knowledge of and exposure to relevant international refugee and migrant rights and protection mechanisms;

• Knowledge of Catholic Social teaching and Catholic Church engagement in response to migration, human rights and other issues of social justice;

• Excellent ability to speak and write in English is required; proficiency in French or Spanish languages will be considered as additional and desired assets;

• Strong public speaking, presentation and computer skills;

• Ability to travel, and to work in a small, high-pressure global team within an international environment.

HOW TO APPLY

Interested candidates should submit a detailed CV, a motivation letter, written sample of past research/publications (as the main or co-author), and two professional references with full and up-to-date contact details via email, to recruitment (at) icmc.net

Applications from Swiss or EU candidates living in Switzerland or holders of a valid Swiss work permit are particularly encouraged.

The closing date for receipt of applications is: 6 November 2017.