

## Network Development Coordinator (Arabic-Speaking) – 100%

### Background

International Social Service (ISS) founded in 1924 is a non-governmental, non-sectarian, non-profit and independent membership organisation, composed of representatives of national bodies pursuing common aims through a network of social work and legal services.

The ISS head office is the General Secretariat (GS) located in Geneva, Switzerland.

ISS strives to protect, defend, and support children, families and individuals separated as a consequence of cross border migration. ISS aims to ensure that respect for human rights is accorded to all individuals, particularly children.

More information can be found on our website at [www.iss-ssi.org](http://www.iss-ssi.org).

The ISS General Secretariat – Network Development & Training Unit – is looking for a Coordinator to join the growing multicultural and diverse team focusing on targeted network's reach expansion in the MENA and South-East Asia regions. The role will focus on engagement of current partners at the Network research and identification of new partners in the regions, capacity-building, monitoring, and evaluation of the progress. The Network Development Coordinator will report to the Director of Network Development & Partnerships and the Secretary General of ISS.

### Talent & Qualifications

- Deep knowledge and cultural understanding of the MENA and South-East Asia regions;
- Proficiency both written and spoken in English and Arabic, with a good working knowledge of French is a must;
- Knowledge of ISS structure, partners and case management methodology is an asset;
- Graduate or higher degree in management, communication, administration, or similar fields;
- Proven professional experience of 3+ years in networking and partnerships development;
- Experience working in a multicultural environment, NGO or International Organization is a definite plus;
- Demonstrated ability with regard to computer skills: knowledge and experience in WordPress, Airtable, and office software are desirable;
- Ability to travel extensively;
- Self-motivated with strong problem-solving abilities;
- High level of autonomy yet with a profound team spirit;
- Adaptive with good planning and organization skills.



## Main Responsibilities

- Drive the development and implementation of the NDT Strategy for 2024 and beyond;
- Demonstrate a talent for identifying growth opportunities and formulating a dynamic Action Plan for Partner Recruitment in underrepresented regions;
- Identify and engage potential members demonstrating expertise in establishing contacts, conducting negotiations, and performing due-diligence and analysis of potential partners (with a priority focus on the MENA and South-East Asia regions) aligning with the ISS Membership Procedures;
- Cultivate and sustain relationships internally and externally in: Arabic, English and eventually in French, based on communication and frank dialogue within the Network,
- Promoting dialogue and collaboration, addressing communication challenges as needed;
- Manage online platforms crucial to the Network management and operations (Airtable, Extranet, server, website, etc.);
- Conduct insightful case studies of international networks to uncover valuable insights, partnership opportunities, and best practices;
- Provide proactive support to fellow team members and collaborate across unites contributing to building a culture of teamwork and excellence;
- Support the Director of Network Development & Partnerships in membership applications: conduct analysis of candidate organizations, showcasing talent in assessing their compatibility with ISS' mandate.

The ISS General Secretariat offers a flexible working environment within a dedicated multicultural team. You will get a rewarding and challenging work experience as well as the chance to contribute to protecting, defending, and supporting children, families and individuals separated by international borders.

**Location:** Geneva, Switzerland (hybrid work from the GS office and home-based)

**Duration:** CDI

**Deadline to accept applications:** February 4<sup>th</sup>, 2024

**Expected starting date:** April 1<sup>st</sup>, 2024, or upon agreement

Qualified candidates are invited to submit their applications to [cooperation@iss-ssi.org](mailto:cooperation@iss-ssi.org). Please send your CV (max two pages) and a motivation letter (max one page) in English in PDF format with the subject heading “**Job Application: Network Development Coordinator**”. We regret that we are only able to contact shortlisted candidates.