



International
Code of Conduct
Association

Job Description

Position: Membership & Development Officer (60%)

Reporting to: Compliance Manager

About ICoCA: The International Code of Conduct for Private Security Service Providers' Association ("[ICoCA](#)"), founded in September 2013, is a multi-stakeholder initiative created to promote, govern and oversee the implementation of the International Code of Conduct for private security companies. It focuses on the activities of companies performing Security Services – including when operating in complex and otherwise high risk, unstable or fragile environments – where there is a risk of human rights abuses and/or violations of international humanitarian law and/or civilian harm. The objective of the Code is to promote increased respect for human rights and humanitarian law and to raise standards of operational conduct throughout the private security industry.

Purpose of Role:

The role of the the Membership & Development Officer is to focus on supporting and growing ICoCA membership, from engaging with potential ICoCA members to managing their onboarding, and supporting members once they have joined the association. The Membership & Development Officer will drive forward the acquisition of new ICoCA members and affiliates with strong outreach and communications to private security companies.

The candidate will be highly motivated and have experience in areas that will help to grow the organisation's membership (see experience, below). Working for a relatively young organization, the ideal candidate is someone who can integrate into a small and dynamic team. They must be able to maintain a positive and creative work environment, have a strong work ethic and abide by [ICoCA values](#).

Responsibilities: Primary responsibilities of the Membership & Development Officer include:

Membership & Certification

- Outreach to private security companies to drive increased membership in ICoCA. This increase in membership will require working closely with private security companies to understand their needs, communicating the benefits of joining ICoCA, and assisting with the application process
- Coordinate the onboarding of new ICoCA members and affiliates. This will include the receipt of information, analysis of data, follow-up and review of applications, coordination of the approval process, recommendations post-approval to the member/affiliate, etc.;
- Provide support to existing ICoCA members and affiliates, ensuring that the requirements of the Code are fully reflected in company policies.

Guidance, Tools & Training

- General and ad hoc support on Guidance, Tools & Training as needed.

Monitoring

- Assist with the company self-assessment process, in cooperation with colleagues in Compliance, to develop indicators, draft the questionnaire and review submissions.

Qualifications and Skills

The ideal candidate will have:

- At least five years' work experience with at least three years' experience in at least one of the following areas: business development, social certification, governance, compliance, auditing, human rights, and private security.
- Bachelors university degree in a related field. Master's degree preferred.
- Experience with customer relationship management software (CRM) is an asset.
- Strong communication skills.
- Demonstrated ability to conduct document reviews with a high attention to detail.
- An interest in travel, particularly to areas considered high risk, will be an asset (although not required).
- English to C1 level is required. French to C1 level is a strong asset. Additional language proficiency is an asset, specifically Arabic, Mandarin, Portuguese, Russian, Mandarin, Somali, Spanish & Swahili. This will be checked during the interview process.

Location: Principal location of work is at the ICoCA's headquarters in Geneva, Switzerland.

Compensation: Compensation will be commensurate with experience, and is competitive with public interest and not-for-profit pay scales.

ICoCA is committed to create an inclusive and diverse work environment that values individual differences in the workforce and ensures that everyone feels welcome and safe.

Duration: The position will be offered on a one-year contract which can be renewed dependent on performance and availability of funding.

Start Date: Ideally, July 2022

Individuals interested in this opportunity should submit a CV (max. two pages) and a motivation letter to: secretariat@icoca.ch

The deadline for applications is **June 10, 2022**

For more information on ICoCA, please visit www.icoca.ch.