

Advocacy and Partnerships Officer

Title:	Advocacy and Partnerships Officer
Contract Type:	Employee
Contract Duration:	12 months
Reporting to:	Director of Policy and Advocacy (with reporting to Partnerships and Membership Manager on related deliverables)
Start Date:	To be agreed
Location:	Geneva, Switzerland
Application Deadline:	15 July 2019

About the NCD Alliance

Founded in 2009, the NCD Alliance (NCDA) is a unique civil society network leading the way to a world free from preventable suffering, disability and death caused by non-communicable diseases (NCDs).

The NCD Alliance is at the forefront of elevating NCDs onto the global health and development agenda. NCD Alliance's strong global network includes over 60 national and regional alliances; strategic relations with the World Health Organization, UN, and governments; and staff in Geneva, London and New York. Our network includes global and national NGOs, scientific and professional associations, academic and research institutions, private sector entities and dedicated individuals.

The NCD Alliance's activities aim to influence policy, raise global awareness and accountability of NCDs, broker knowledge and good practice in policies to prevent and treat NCDs and to support capacity-building of NCD civil society organizations and alliances. Our achievements to date include supporting the adoption of landmark political commitments on NCDs – including from the UN High Level Meetings on NCDs in 2011, 2014 and 2018, the global 2025 NCD targets, and NCD-related targets in the Sustainable Development Goals.

Please find more information about the NCD Alliance at www.ncdalliance.org.

Job description

The NCD Alliance seeks applicants with suitable experience and background for a full-time role to support our global NCD policy and advocacy work, with a particular focus on WHO-related activities in Geneva and our advocacy activities with partners and members.

This is an excellent opportunity for candidates interested in working for a respected civil society organisation, engaging with a wide range of stakeholders such as multilateral institutions, governments, NCDA members and partners, on priority global health and development issues related to non-communicable diseases.

The Advocacy and Partnerships Officer will share their time between NCDA's Policy and Advocacy Team and the

Membership and Partnerships Team. The Officer position will work with both teams to support efforts to:

- Elevate the importance of NCDs and related issues within global health and development policy and political forums and processes;
- Enhance the impact and effectiveness of NCDA advocacy activities at the UN, WHO, and in other global forums;
- Support the delivery of NCDA's accountability work, in particular the second phase of the NCD Countdown 2030 initiative, a collaboration between WHO, The Lancet, Imperial College London, and NCD Alliance;
- Support NCDA's partnership and membership work, in particular the delivery of policy and advocacy activities and deliverables for partners and members (e.g. reports, events, conference sessions, webinars etc).

Main duties and responsibilities:

- Track and analyze global policy processes and trends in NCDs and global health, and identify opportunities for NCDA advocacy and engagement;
- Strengthen and build on existing partnerships and strategic relationships in Geneva, including with key UN agencies, member states, government missions, civil society, academia and other partners;
- Draft materials including reports, consultation submissions, policy briefs, op-eds, statements, fact sheets, blogs, presentations and speeches to provide information to policymakers, partners and press as necessary;
- Support NCDA's advocacy and engagement with WHO, including preparing and coordinating input for responses and submissions to WHO consultations, preparation for WHO Executive Board and World Health Assembly and Regional Committee meetings and other major NCD meetings, and relations with the key teams and clusters;
- Support on the preparation of NCDA advocacy and partner events in Geneva, including policy roundtables, high-level advocacy events, and mission briefings;
- Represent the NCD Alliance at relevant external meetings and in relevant initiatives, as related to NCD advocacy and policy;
- Support the delivery of the NCD Countdown 2030 initiative and the second phase, with two papers to be published in February 2020;
- Support and coordinate the delivery of specific partners projects that have a policy and advocacy focus, as well as activities that relate to NCDA's Supporters Group such as the development of quarterly Partners Report and Membership Bulletins;
- Support the organisation of NCDA's campaign and thematic webinars, including coordinating across the team on content preparation and logistics for the webinars;
- Support with NCDA's membership outreach activities, particularly as they relate to key policy and advocacy organisations.

Experience and skills:

- Advanced university degree, with a minimum of 1 year of relevant job-related experience;
- Understanding of health policy, health systems and global advocacy;
- Strong interest in global public health, and knowledge of global health and development processes such as within the World Health Organization a plus;
- Robust knowledge of NCD prevention and control; affinity with access to medicines and health systems issues an asset;
- Policy research skills and experience desirable;
- Excellent organizational skills and ability to successfully manage competing priorities and meet deadlines;
- Capacity to work independently and collaboratively in an international team environment with solid interpersonal and verbal communication skills;
- Excellent judgment, strategic thinker, initiative taker;
- Excellent analysis, writing and oral communications skills in English, including presentation skills – additional languages (particularly Arabic, Mandarin, Russian) desirable;
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook);
- Availability for some travel abroad required.

Requirements

Swiss or EU national or valid work permit to work in Switzerland.

Terms of Employment

Full time one-year employment contract with the NCD Alliance, with potential for renewal after one year. Start date to be agreed, as soon as possible.

How to Apply:

Please send a one-page motivation letter, your CV, including two contacts for references and two samples of your written work / presentations to nrenshaw@ncdalliance.org

Closing Date for Applications: 15th July 2019. We regret that we are only able to contact shortlisted candidates.