



## Vacancy

**Job Title:** NCD Alliance Executive Assistant – **the post holder will be employed by the NCD Alliance**  
**Reports to:** NCD Alliance Chief Executive Officer  
**Location:** London, UK  
**Duration:** 1 year, subject to renewal

### Background

Founded in 2009 by four international NGO federations – the International Diabetes Federation, the International Union Against Tuberculosis and Lung Disease, the Union for International Cancer Control, and the World Heart Federation – the NCD Alliance [www.ncdalliance.org](http://www.ncdalliance.org) 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).

With a strong global network of more than 2,000 organisations in 170 countries; strategic relations with the World Health Organization, UN, and governments; and staff in Geneva, London and New York, the NCD Alliance is at the forefront of elevating NCDs onto the global health and development agenda. 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 of NCDs, broker knowledge and good practice in NCD policy and practice, and support capacity building of NCD civil society organisations and alliances. Our achievements include supporting the adoption of landmark political commitments on NCDs – including the 2011 UN Political Declaration on NCDs, and the global 2025 NCD targets.

The NCD Alliance is hiring an Executive Assistant to join our dynamic team of 15 public health professionals based across the different locations. The Executive Assistant will provide administrative and logistical support to the CEO and the Senior Management Team to support the day-to-day activities and governance of the global operations. S/he will also work with the NCDA Finance and Administrative Manager and external stakeholders to support the successful achievement of the operational goals and objectives of NCDA. The ideal candidate is comfortable in a high-performing, fast-paced environment and can adapt quickly to produce various communication and creative projects.

### Job Purpose

To provide administrative and logistical support to the CEO and the Senior Management Team to support the day-to-day activities and governance of NCDA's global operations.

## **Main Duties and Responsibilities**

### **General logistical and administrative support:**

- Provide support to the CEO, coordinating the business activities that facilitate the efficient management of the NCDA team and operations (including organising calendars, meetings, responding to emails/letters etc);
- Identify, prepare, and compile necessary materials to ensure that the CEO has appropriate information for meetings, reports, presentations, events, duty travel, and special projects; this includes agenda planning and logistics organisation;
- Coordinate the planning, convening and follow-up of meetings (face-to-face and remote) of the NCDA team and where required external stakeholders;
- Provide administrative and logistical support for meetings and events, including stakeholder meetings, advocacy meetings/events, trainings/workshops in different regions, and regular online webinars;
- Support the travel logistics of the NCDA CEO and Senior Management Team and act as liaison with the team travel agency;
- Support the CEO with key projects, including conducting background research and preparing material.

### **Office management:**

- Manage the office of the team in London, facilitating the efficient running of the infrastructure and office, and managing the relationship with the host organisation;
- Maintain office systems for the global team, including data management, the CRM and Mailchimp systems, filing systems and financial administration;

### **Governance liaison**

- Act as administrative support to the NCDA Board and advisory groups including liaising with Board members as appropriate; scheduling meetings, taking and distributing meeting minutes;
- Provide logistical support to the members of the NCDA Board for their attendance at NCDA meetings;

### **Advocacy and communication administration:**

- Provide support to the NCD Alliance Advocacy and Communications teams, including maintaining content on the website;

## **Skills and Competencies**

The Executive Assistant must demonstrate the following skills and competencies:

- A minimum of 3-years of experience providing high-level administrative support to senior management;
- High level organizational and time management skills to organize own work, to establish priorities and meet deadlines;

- Previous experience working with remote global teams (desirable);
- Proficiency in Microsoft PowerPoint, Word, and Excel is a must;
- Outstanding attention to detail;
- Excellent communication skills – interpersonal, written and verbal;
- Native speaker level fluency in English; other languages an asset;
- A high level of integrity and understanding of ethical business and governance practices;
- Proficiency in administrative procedures and systems, managing files and records, presentations and other office procedures;
- Understanding and familiarity with social media and technology;
- Excellent team player with a cooperative work style;
- Ability to work without supervision and be self-motivated.

**Requirements:**

- UK citizen and/or the right to live and work in UK without a work visa

**Terms of Employment**

**Contract:** The Executive Assistant will be engaged as a freelance consultant to the NCD Alliance, with a fixed term contract for 1 year. Accordingly the post holder will be responsible for their own recurring costs (besides pre-approved operating expenditures), taxes, insurance, pension coverage and other applicable statutory fees. Dependent upon satisfactory performance in the first year, there will be an option for an extension of the contract beyond the first year. The contract can be terminated at any time by either party with 30 days notice.

**Location:** The Executive Assistant will be based in the London office, at World Cancer Research Fund. Some home working can be negotiated.

**How to Apply**

Interested and qualified candidates should send a CV and cover letter to describe interest and relevance to the position to [info@ncdalliance.org](mailto:info@ncdalliance.org), addressed to Katie Dain, NCD Alliance CEO.

**Deadline for applications is 7 September 2018.**