

Consultancy Announcement
Executive Project Officer

Title:	Executive Project Officer (EPO)
Contract Type:	Consultancy (80%)
Contract Duration:	2 years
Reporting to:	Operations Director
Start Date:	As soon as possible
Location:	Home-based, preference to CET/UK time zone
Application Deadline:	5 May 2024

About the NCD Alliance

The NCD Alliance (NCDA) is a registered non-governmental organisation (NGO) based in Geneva, Switzerland, dedicated to supporting a world free from preventable suffering, disability and death caused by noncommunicable diseases (NCDs). Founded in 2009, NCDA brings together a unique network of over 400 members in more than 60 countries into a respected, united and credible global civil society movement. The movement is unified by the cross-cutting nature of common risk factors including unhealthy diets, alcohol, tobacco, air pollution and physical inactivity, and the system solutions for chronic NCDs such as cancer, cardiovascular disease, chronic lung disease, diabetes, mental health and neurological disorders.

NCDA's activities aim to influence policy, integrating NCDs with other global health priorities, to raise global awareness of NCDs, to broker knowledge and good practice in policies to prevent and treat NCDs, and to support capacity building of NCD civil society organizations and alliances at regional and country levels. Our achievements to date include supporting the adoption of landmark political commitments on NCDs – including from the UN High Level Meetings (HLM) on NCDs in 2011, 2014 and 2018, the global 2025 NCD targets, NCD-related targets in the Sustainable Development Goals and the declaration of the UN HLM on Universal Health Coverage (UHC) in 2019.

Please find more information about NCDA at www.ncdalliance.org

Job description

The Executive Projects Officer (EPO) will work with the CEO and Senior Management Team (SMT) across the main responsibilities outlined below. This will require the EPO to undertake initial analysis and provide recommendations to SMT, project manage agreed work, liaising across units, and provide progress reports and further advice as appropriate.

- Develop and deliver improvements in NCDA's planning and operating cycles, including:
 - Coordinating **NCDA's strategic planning and operating processes**: scheduling and coordinating the delivery of annual operating planning process; and improving work planning process and formats to enable improved scheduling and coordination across units
 - Integration of the **management process cycles** in SMT, Unit and Team planning and agendas, including:
 - HR objective setting and performance review;

- Budget setting, management and reporting;
 - Results framework monitoring;
 - Compliance with funding agreements;
 - NCD Alliance governance cycles.
- Project manage delivery of specific management systems projects, including:
 - Improving the NCD Alliance's consistency and effective use of:
 - Monday **project management software** as the main tool for managing the NCD Alliance programmes of work;
 - Sharepoint system for NCDAs **information and knowledge management**.
 - Adoption and implementation of a **contact management** system that supports all units to manage communications and relationships with their key stakeholders (currently CiviCRM).
 - Support SMT's oversight and coordination of NCDAs delivery of plans, including:
 - Monitoring of **timely delivery against key deadlines and milestones** within a given strategic or operational process or project, liaising regularly with Directors/staff across the organisation.
 - Develop and oversee **monitoring and evaluation** of activities across the organisation, including regular monitoring of KPIs and use of the Results Framework and reporting (both internal reporting and external reporting to donors/partners).
 - Provide **advice and information on planning and operational matters** to SMT to facilitate informed decision making and planning.
 - Support ad hoc problem solving and support for responding to opportunities in the course of the delivery of workplans as needed.
 - Under-take strategic planning projects to support NCD Alliance's development and use of its theories of change, results framework and monitoring and evaluation processes to learn lessons and improve strategic planning.

Experience and skills

- Degree: 3-5 years' experience of project management delivery.
- Demonstrated experience of developing and delivering management systems.
- Excellent organisational skills.
- Familiarity with project management software.
- Relationship builder – good interpersonal skills.
- Experience working virtually with dispersed team.
- Experience managing training/qualification.

How to apply

Please send your CV and a sample of your written work on a relevant topic via email to Marion Ovide, Operations Director, hr@ncdalliance.org by **5 May 2024**.