

## **Empleo**

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Idioma Español

Todas las oportunidades para trabajar con la AENT serán publicadas en esta página.

Con un equipo pequeño, dinámico, apasionado y experto, la Alianza de ENT es activa en labores de incidencia, influye en las políticas, intercambia conocimiento y buenas prácticas y apoya la creación de capacidades de la sociedad civil en torno a temas prioritarios de salud y desarrollo a nivel mundial.

### Administrative Officer – Global NCD Alliance Forum

Contract Type: Consultancy contract – full time.

Contract Duration: 6 months, with potential for renewal.

Reporting to: Senior Event Manager for the Forum.

Start Date: As soon as possible.

Location: London/Europe, working from home primarily.

**Application Deadline: 27 June 2024 - applications will be reviewed on a rolling basis.**

The NCD Alliance has a friendly team of 26 staff and seeks an Administrative Officer (AO) to support the Global NCD Alliance Forum in Kigali Rwanda in October 2024. The AO will be part of the Forum Team, providing administrative support and preparations for the Forum, including supporting with registration processes, monitoring the Forum email inbox, travel grants to delegates, logistics, and working across the whole NCDA team to coordinate Forum preparations and planning. The AO will report to the Senior Event Manager for the Forum. The AO should be able to work using their own initiative noting where there are blockages and where help is required.

Find more details in the [job description](#) [1].

**Related Content:** [El equipo de la Alianza de ENT](#) [2]  
[employment](#) [3]



**Teaser Image:**

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### Enlaces

[1] [https://ncdalliance.org/sites/default/files/Forum%20Admin%20Officer\\_June%202024.pdf](https://ncdalliance.org/sites/default/files/Forum%20Admin%20Officer_June%202024.pdf)

[2] <https://ncdalliance.org/es/qui%C3%A9nes-somos/estructura-de-la-alianza-de-ent/el-equipo-de-la-alianza-de-ent>

[3] <https://ncdalliance.org/es/taxonomy/term/578>

**Square Image:**