Title: Capacity Development Officer

Contract Type: Consultant

Duration: 9 months contract, subject to renewal

Reporting to: Capacity Development Senior Manager

Start Date: April 2024

Location: Home-based/preference UK or EST time

Application deadline: 5 March 2024

About the NCD Alliance

The NCD Alliance (NCDA) is a global civil society alliance of 400+ civil society members across 80 countries dedicated to supporting a world free from preventable suffering, disability and death caused by noncommunicable diseases (NCDs). Over 14 years, NCDA has built a reputation as a leading global advocacy organisation on NCDs, a global thought leader on NCD policy and practice, a convener and mobiliser of the NCD civil society movement, a partner to governments and WHO and other UN agencies, and an advocate for meaningful involvement of people living with NCDs (PLWNCDs). Please find more information about the NCD Alliance at www.ncdalliance.org.

Job description

The Capacity Development unit seeks a consultant to support the expansion of the Advocacy Institute. The Advocacy Institute is a flagship programme of the NCDA that strengthens NCD civil society with a focus on coalition building and advocacy. It includes Seed and Accelerator tracks reflecting the different levels of readiness of alliances and their needs. The Seed track supports the establishment and strengthening of NCD civil society networks in countries/regions where these are non-existent or nascent. The Accelerator track works with established NCD alliances to spur advocacy efforts where there are windows of opportunity for specific policy change. The programme supports selected geographies via a combination of grants, technical assistance, peer-to-peer learning, and training; the consultant will also support the delivery of such offerings.

The Capacity Development Consultant will support the development and roll-out of the Advocacy Institute third phase 2024-2026 and its work with different national and regional alliances, aiming to increase the capacity of NCD alliances to drive effective locally-owned advocacy campaigns. The consultant will work with the Capacity Development unit for the fulfilment of its responsibilities. This full-time consultancy reports to the Capacity Development Senior Manager. This consultancy is a nine-
month contract starting in April 2024 (exact date to be agreed) to end of December 2024.

Core Responsibilities:

- **Support the roll out of the Advocacy Institute’s** third phase tracks, particularly the seed track.
- **Support the CD unit in grant administration duties**, including grantee communications, grant award, grantee reporting and overall capacity development M&E.
- **Support the organisation of the Advocacy Institute trainings, webinars and events** as required, including participant support, administrative functions, supporting curriculum development, and evaluation.
- **Support the CD unit in preparations towards the Global NCD Alliance Forum**, including programme development and capacity development elements, engagement of alliances, possible Advocacy Institute sessions, support to awards process, as needed.
- **Leverage NCDA expertise providing technical assistance to alliances** and facilitating networking opportunities, enable access to NCDA expertise, advocacy advice and support, and also access to a broader network of advocates who can provide peer-to-peer support.
- **Support the provision of written content** to promote regional and national activity through NCD Alliance communication channels, including social media and website.
- **Support the maintenance of regular communications with regional and national NCD alliances** for advocacy and network updates.
- **Support the maintenance of an updated contacts database** of regional and national NCD alliances.
- **Support the development of research and knowledge products** as needed (e.g., civil society mappings, guides, reports, programme documentation, etc.).
- **Support the maintenance of up to date Capacity Development content in the NCDA website**.
- **Handle administrative responsibilities** in support of Capacity Development activities as needed.
- **Support the mobilisation of regional and national NCD alliances** in support of global advocacy campaigns, including Global Week for Action, and any other opportunities.

Desired experience and skills:

- Advanced university degree in public health, international relations, public policy, or similar, with a minimum of 2-3 years of relevant job-related non-profit experience.
- Demonstrated interest and understanding of global health and development; knowledge of NCDs would be ideal. Health policy and/or public health background is preferred.
• International work experience is highly desired, as well as professional knowledge of advocacy, policy and/or programmes.
• Excellent organisational and strategic planning 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.
• Writing and oral communication skills in English – foreign language skills are a plus (Spanish and/or French).
• Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook);

How to apply

To apply for this consultancy, please email a cover letter, and capability statement (resume) specifying your daily rate to: hr@ncdalliance.org. Please reference the name of the consultancy “Capacity Development Consultant” in the subject line of your email. Diversity and inclusion are a priority at the NCD Alliance. We are committed to cultivating a fair and healthy environment, where everyone can be themselves and thrive. We are happy to discuss flexible working options for all roles. We work to ensure that our recruitment processes are as inclusive as possible to everyone. Closing date for applications: 5 March 2024. We regret that we are only able to contact shortlisted candidates.