Vacancy Announcement
Capacity Development Manager

Title: Capacity Development Manager
Contract Type: Employee in the UK or consultant if based elsewhere
Contract Duration: Permanent if employee in the UK OR if elsewhere, 1 year consultancy contract subject to renewal
Reporting to: Capacity Development Director
Managing responsibility: One officer
Start Date: As soon as possible after selection.
Location: Home based with some London office working if UK based, Remote home working if based elsewhere.
Application Deadline: 27 October 2022
Applications will be reviewed on a rolling basis.

About the NCD Alliance

The NCD Alliance (NCDA) is a 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 290 members in more than 80 countries into a respected, united and credible global civil society movement. As a respected and united global civil society movement, NCDA also convenes a global network of national and regional NCD alliances in over 66 countries that unite the key NCD civil society organisations to drive forward advocacy on priority NCD issues, in particular with governments. As an alliance, we unite and combine the efforts of our global founding federations, members and partners on issues which together we can achieve more than any individual organisation can alone. The movement is unified by the cross-cutting nature of common risk factors including unhealthy diets, harmful use of alcohol, tobacco use, air pollution and physical inactivity, and systems challenges which contribute to chronic NCDs such as cancer, cardiovascular disease, chronic lung disease, diabetes, mental health conditions and neurological disorders.

Over the last decade, NCDA has built a reputation as a global leader in NCD advocacy and policy with a track record in delivering results and grounding global advocacy in the reality of the local experience. Building on its technical knowledge on key NCD policy issues and its global network of experts to draw from, NCDA has also developed a unique expertise in supporting national advocacy via its flagship capacity development programmes.

The NCD Alliance is now at the forefront of elevating NCDs onto the global health and development agenda.

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

The NCD Alliance seeks a **Capacity Development Manager** with suitable experience and background to contribute efforts to advance the Our Views, Our Voices initiative to put people first in the NCD response and leave no one behind, enabling people living with NCDs to be leaders and active players in the response to these diseases and conditions.

The Capacity Development Manager will be a part of the Capacity Development Unit, working with the broader NCD Alliance team, liaising with the Our Views, Our Voices Advisory Committee, and leveraging the NCDA network to:

- Document lived experience perspectives via *NCD Diaries* and amplify the voices of people living with NCDs to create a public narrative that puts people first.
- Strengthen Our Views, Our Voices efforts to involve people living with NCDs as part of national and regional level advocacy and accountability work (including advocacy on integration with other health and development priority areas, community led monitoring, and promoting equity).
- Equip people living with NCDs with skills, knowledge, and confidence to build a public narrative and drive change.
- Maximise Our Views, Our Voices efforts at national, regional level by ensuring close linkages with other capacity development programmes, such as the NCDA’s Advocacy Institute.

This is an excellent opportunity for a candidate passionate about civil society, patient advocacy, education and engagement to work for a respected civil society organisation, leading work to develop capacity to drive change on NCDs.

The successful applicant will join the Capacity Development unit. The Capacity Development Manager will manage 1 FTE officer. They will manage specific Our Views, Our Voices programmes and projects and will manage budgets. This position is funded through an NCDA partnership with the Leona M. and Harry B. Helmsley Charitable Trust.

Core Responsibilities:

- **Lead NCD Diaries.** Amplify the voices of country advocates living with NCDs through the NCD Diaries. Manage the selection and training of Diarists, support diary development and promote the diaries. Plan and deliver a Global Exhibition of NCD Diaries to coincide with the Global NCD Alliance Forum to take place in 2024. Work closely with the communications unit on a mini-film and other collateral.

- **Strengthen advocacy capacity of national and regional NCD alliances** by aligning the Our Views, Our Voices initiative with the NCDA Advocacy Institute and design/deliver training on key elements of community led monitoring, equity and integration.

- **Support development of key knowledge resources**, including on equity to support civil society action at community level. Engage with expert group, liaise with consultants and offer regular guidance. Promote and disseminate resulting product.

- **Engage with relevant agencies and organisations in support of Our Views, Our Voices key areas of interest such as community led monitoring, equity and integration.** Work closely with the Policy, Advocacy and Accountability unit to link national with regional and global advocacy work on these themes. Explore synergies in ongoing work with the Quality of Life partnership, WHO’s Equity and Health unit etc.

- **Deliver Our Views, Our Voices training**, as necessary, to people living with NCDs to enable storytelling with an advocacy purpose, using established models.
**Perform grant management duties** to support national and regional NCD alliances in engaging people living with NCDs and communities to drive action on NCDs (e.g., community-led monitoring work; collaborating with other health and development communities on integration e.g., HIV, TB, MNCAH (maternal, newborn, child and adolescent health); applying an equity lens to ensure no one is left behind etc). Link national level advocacy with regional and global level advocacy.

**Ongoing activities:**

- Programme management as part of the NCD Alliance Our Views, Our Voices initiative including planning, implementation, monitoring and evaluation.
- Financial management responsibilities including programme budgeting, monthly review of movements, forwarding funds through grants.
- Line manage one officer including setting annual objectives, conducting performance reviews, guiding staff development, and performing day to day staff management, guiding and overseeing work.
- Support the Capacity Development Director in engaging and supporting the Our Views, Our Voices advisory committee, seeking strategic guidance for the initiative, co-developing plans and resources.
- Work closely with communications unit to maintain, update and expand the Our Views, Our Voices website for the relevant initiative areas managed, and in promoting national and regional level work and lived experiences.
- Work with partnerships and membership unit to support member and supporter engagement as relevant. Provide inputs to proposal development and reporting.
- Provide support to global advocacy and accountability efforts, as led by the Policy, Advocacy and Accountability unit ensuring linkages with national and regional level work.
- Work closely with the other Capacity Development Manager for the Our Views, Our Voices initiative as well as capacity development unit team members, ensuring close linkages with the Advocacy Institute at national and regional level, particularly at grant and training levels.
- Develop stakeholder relationships, including NCDA members, and the global, regional and national NCD community, as well as other sustainable development communities, identifying opportunities and work synergies, representing NCDA with key stakeholders and representing NCDA in speaking engagements.
- Support relevant convenings to amplify the voices of people living with NCDs in support of advocacy work. Support Global NCD Alliance Forum planning and delivery efforts, specifically programme/content development as relevant to the Our Views, Our Voices initiative and areas managed.

**Experience and skills:**

**Essential:**

- Advanced university degree with a minimum of 5 years of professional experience in a relevant field including advocacy, patient engagement, community engagement, capacity development, nonprofit experience.
- Excellent programme management skills, including planning, implementation, monitoring and evaluation with demonstrated experience and ability to deliver impact.
- Experience in global health and/or sustainable development with experience working with low and middle income countries.
- Excellent stakeholder management skills, working with different organisations, supporting and strengthening their work.
• Demonstrated experience in involvement, co-production, grassroots engagement.
• Experience of managing grants, working with donor organisations and/or grantees.
• Excellent analysis, written and oral communications skills in English, including presentation skills.
• Strategic thinker and initiative-taker.
• Strong team player and collaborator with capacity to work independently and collaboratively in a multicultural and international team environment with solid interpersonal and verbal communication skills.
• Excellent interpersonal and communications skills; the ability to effectively liaise with and motivate a variety of people in a multi-cultural environment (and across various time zones).
• Ability to successfully manage priorities and meet deadlines.
• Line management experience.
• Financial management experience.
• Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
• Availability for some international travel abroad.

Desirable:

• Knowledge of NCD prevention and control and having networks of contacts in the NCD space.
• Research experience.
• Written and oral communication skills in other languages (French and Spanish) desirable.

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.

NCDA values
Our work is underpinned by values which align with well-established principles of global health and sustainable development:

• People-centred
• Collaboration
• Equity, diversity and inclusion
• Accountability
• Independence
• Excellence and results driven

How to Apply:
Apply for this position via the following link: NCDA Capacity Development Managers October 2022 (smartsheet.com) and please upload a cover letter referencing how you possess the required experience and competencies (up to 2 pages) and your curriculum vitae to the link. Note that incomplete
applications will not be reviewed. Also, please clarify in the cover letter your current location and when you would be available for employment.

**Application deadline: 27th October 2022.** We regret that we are only able to contact shortlisted candidates. Do not wait for the last day! Applications will be reviewed on a rolling basis.

**Please note that we are looking for applicants with a pre-existing right to work in the UK.** NCDA will not sponsor visa applications. Candidates who match this profile and who are located in other regions may apply. A one-year renewable consultancy may be offered to them.

www.ncdalliance.org