

**Vacancy Announcement**  
**Capacity Development Senior Manager**

**Title:** Capacity Development Senior Manager  
**Contract Type:** Employee in Switzerland or the UK  
**Contract Duration:** Permanent  
**Reporting to:** Capacity Development Director  
**Managing responsibility:** Two capacity development officers based in the UK  
**Start Date:** As soon as possible after selection.  
**Location:** Home based with some London office working if UK based,  
office based if based in Geneva.  
**Application Deadline: 21 August 2022**

**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 65 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](http://www.ncdalliance.org).

**Job purpose**

The NCD Alliance seeks a Capacity Development Senior Manager with suitable experience and background to deliver capacity development initiatives and programmes to support and strengthen civil society efforts to drive national and regional action on NCDs. This includes leading the NCD Alliance Advocacy Institute, NCDA's flagship capacity development initiative to support coalition

building and context-specific, impact-driven advocacy campaigns in low- and middle-income countries (LMICs).

The Capacity Development Senior Manager will work as part of the Capacity Development Unit (6 team members) to support delivery of the NCDA strategy 2021-2026, namely to:

- Deliver a portfolio of capacity development programmes and resources, including NCDA's Advocacy Institute, tools and guidance documents, technical assistance, knowledge translation support, training, grants, peer to peer learning.
- Ensure linkages between national, regional and global level advocacy work.
- Accelerate the development and growth of a sustainable NCD civil society, particularly NCDA members and national/regional NCD alliances in LMICs, in order to influence NCD policy, legislation, financing, implementation and accountability.
- Convene civil society to support coalition building, advocacy and capacity development.

This is an excellent opportunity for a candidate passionate about advocacy and civil society to work for a respected civil society organization to strengthen advocacy and coalition building efforts of NCD civil society globally. The successful applicant will join the Capacity Development unit which currently includes six staff. The Capacity Development Senior Manager will have a track record of effective management. They will line manage two capacity development officers who are based in the UK and will lead specific capacity development programmes, and manage budgets. They will offer strategic contributions within the capacity development unit and in working with other units, as part of capacity development work towards NCDA's impact goals. They will contribute and be actively involved in partnerships and external stakeholder cultivation and engagement.

**Main Duties and Responsibilities:**

- Lead the NCD Alliance Advocacy Institute programme and its seed and accelerator programmes including planning and strategy, budgeting, implementation, monitoring and evaluation.
  - Plan and strategise the third phase of the Advocacy Institute (2023-2025) and ensure the Advocacy Institute is delivering impact as part of the overall organisational strategy.
  - Set training plans to build the skills and knowledge of national and regional NCD alliances, manage training implementation and evaluation.
  - Manage grants and support alliances with technical assistance that draws from NCD Alliance expertise and resources and based on ongoing assessments of local conditions affecting advocacy efforts.
  - Manage the development of Advocacy Institute resources, including written and audio-visual resources.
  - Plan and manage monitoring and evaluation of the Advocacy Institute and its programmes.
- Line manage two UK based capacity development officers including setting annual objectives, conducting performance reviews, guiding staff development, and performing day to day staff management, guiding and overseeing work.
- Procure and manage consultants as relevant, detailing scopes of work and guiding ongoing work.

- Manage a grant portfolio with grant management responsibilities including selection, proposal reviews and awards, guiding narrative and financial reporting, monitoring and evaluation. Strengthen grant processes through continuous improvement as part of monitoring, evaluation, accountability and learning efforts. Ensure strong linkages between grant management, financial management, knowledge management.
- **Manage** key sections of restricted and unrestricted budget, with financial management responsibilities including programme budgeting, monthly review of movements, forwarding funds through grants, end of year estimating, liaising with operations unit over auditing requirements, and supporting financial reporting to relevant supporters.
- Manage the programme of capacity development work supporting national and regional advocacy action as part of work supported by different NCD Alliance partnerships as appropriate (may include grants, technical assistance, workshops, etc)
- Build strong linkages between global advocacy and regional, national advocacy, leveraging NCD Alliance resources and expertise as needed to ensure alliances are aware of key global developments and opportunities and leverage these to further their own advocacy efforts at national and regional levels. Work across the NCD Alliance team in supporting the annual Global Week for Action.
- Work closely with the Policy, Advocacy and Accountability unit to mobilise regional and national NCD alliances in support of NCD Alliance's global advocacy work to elevate NCDs in the global health and sustainable development agenda, including at strategic moments such as the High-Level Political Forum, UN General Assembly, UN High level meetings, World Health Assembly, etc. Ensure key advocacy priorities are supported and furthered by alliances and the network at regional levels, such as the WHO Regional Committee Meetings.
- Manage provision of technical assistance to member regional and national NCD alliances in support of coalition building and national and regional advocacy campaigns as needed.
- Work closely with broader capacity development unit and ensure the Advocacy Institute and other programmes/projects being managed are coordinated and aligned with other flagship initiatives such as the Our Views, Our Voices initiative.
- Work across the NCD Alliance team to provide strategic guidance to the work of other units to support and forward capacity development strategy.
- Develop stakeholder relationships, including NCD Alliance members, and the global, regional and national NCD community, identifying opportunities and collaborations for capacity development, representing NCD Alliance with key stakeholders and representing NCD Alliance in speaking engagements.
- Work closely with partnership and membership unit, provide strategic inputs and contributions to proposal development relevant to the capacity development unit, engage with relevant NCD Alliance partners to discuss programme updates and manage reporting.
- Manage civil society convenings, as required for capacity development purposes. Contribute towards the next Global NCD Alliance Forum planning and delivery efforts, specifically programme/content development, exploring opportunities to highlight and engage alliances, including possible resource development.
- Ensure regular communications with member regional and national NCD alliances for advocacy and network updates, promoting country and regional work, sharing advances and good practice.

- Lead the ongoing documenting of the status of regional and national NCD alliances, as part of Monitoring, Evaluation, Accountability and Learning efforts, as well as knowledge management and knowledge exchange efforts.

**Experience and skills:****Essential:**

- Advanced university degree with a minimum of 7 years of professional experience in a relevant field including advocacy, programme management, capacity development in the non-profit arena.
- Professional expertise and knowledge of advocacy and coalition building, and in-depth understanding of civil society, including in LMICs.
- Track record in programme management, with exceptional skills in strategic planning, implementing and evaluating programmes, with demonstrated ability to deliver impact.
- Experience of managing grants, working with donor organisations, and strengthening and supporting the work of civil society organisations.
- Excellent analysis, written and oral communications skills in English, including presentation skills.
- Demonstrated interest in global health and development.
- 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.
- Background and/or work experience in low- and middle- income countries.
- Team/line management experience.
- Financial management experience.
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
- Availability for some international travel abroad.

**Desirable :**

- Experience of working with a national or regional NCD alliance (or equivalent civil society coalition).
- Knowledge of NCD prevention and control and having networks of contacts in the NCD space.
- Experience in working with bilateral agencies and/or understanding complex grant requirements.
- 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.***

#### **NCD Alliance 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:**

**Please note that we are looking for applicants with a pre-existing right to work in Switzerland or in UK.** NCD Alliance 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.

Apply for this position via the following link:

[\*\*NCD Alliance Capacity Development Sr Manager July 2022\*\*](#)

and please attach 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. Note that incomplete applications will not be reviewed.

**Application deadline: 21 August 2022.** We regret that we are only able to contact shortlisted candidates.

The first round interviews will take place in the week of on 7,12 and 13 September

[www.ncdalliance.org](http://www.ncdalliance.org)