

Vacancy Announcement

Administrative Officer – Global NCD Alliance Forum

Title:	Administrative Officer
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

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.

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

About the Global NCD Alliance Forum

The Global NCD Alliance Forum (the Forum) is the only biennial global NCD meeting. The 2024 Forum will be held on the 20-22 October in Kigali, Rwanda at the Kigali Convention Centre this edition is convened in partnership with local host organisation, Rwanda NCD Alliance, and with the generous support from strategic partners The Leona M. and Harry B. Helmsley Charitable Trust. The Forum will include 3 days of programming, with an additional day of pre-meetings. The Forum will have a variety of formats of highly interactive sessions, workshops and plenary presentations.

The Forum will convene a maximum of 650 delegates. It will bring together representatives from NCD civil society from across the world, building links with multilaterals, international NGOs, select government representatives and NCD experts. The overall focus will be on preparing for the UN High-Level Meeting on NCDs in 2025, under the banner theme of “Leadership on NCDs towards 2025 and beyond”. It will be an interactive forum, providing a dynamic space for knowledge exchange, sharing good practice, and capacity building for national and regional NCD advocacy. The Forum will engage people living with NCDs and young leaders from diverse sectors that have proven to be movement champions.

Job Description – Administrative Officer

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.

Once the Forum is complete in November, this role will switch to general administrative support for the NCD team.

Responsibilities include, but not limited to:

- Schedule meetings – internal meetings and the Global Planning Committee of the Forum;
- Support travel grants for the Forum – including liaising with travel agent and delegates;
- Support with stakeholder outreach on the Forum – including using/maintaining the CRM system for email communications;
- Monitor the Forum email inbox and reply and signpost as appropriate;
- Support the Forum working groups (internal coordination of NCD staff, local host, suppliers) – including arranging meetings, drafting minutes, following up on action items;
- Provide general administrative support on Forum planning.

Experience and skills

- 1-3 years' experience in office administration;
- Proven office administration work experience preferably in an international environment;
- Event coordination experience with strong organisational skills;
- Attention to detail and problem-solving attitude;
- Able to work using own initiative;
- Excellent written and verbal communication skills;
- Ability to function under pressure and to handle multiple tasks simultaneously;
- Excellent computer skills, including proficiency in Word, Excel, PowerPoint, Outlook and SharePoint;
- Experience with Monday.com and CiviCRM a plus (training given);
- Flexible, innovative and effective in working collaboratively as part of a multicultural team;
- Fluent English language required;
- Availability to travel in October 2024.

How to apply

- Please send your application, including a CV and a cover letter to hr@ncdalliance.org and include "Administrative Officer – Global Forum" in the subject line of your email;
- Application deadline is 27 June 2024;
- We regret that we are only able to contact shortlisted candidates.