

**Global NCD Alliance Forum 2024  
Forum Programme Manager**

**Contract Type:** Consultant

**Contract Duration:** Part time from early February to the end of November 2024

**Position budget:** US \$37,500

**Reporting to:** Senior Event Manager, NCDA Forum

**Start Date:** 5<sup>th</sup> February

**Location:** Home-based, preference to UK/CET time zone.

**Application Deadline:** 21<sup>st</sup> January

**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](http://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 2024 Forum will be strategically timed to take place in advance of the 2025 UN High-Level Meeting on NCDs and the 2025 date for globally agreed upon NCD targets, allowing all partners to take stock on progress achieved to date and highlight what is needed to ramp up efforts and drive action. The fourth Forum will galvanise civil society leadership to accelerate collective action for effective advocacy to achieve the NCD targets.

The Forum will look to 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. 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.

## **Forum programme manager responsibilities**

The Forum programme manager will manage content development and preparation for the Forum, particularly focused on Forum programme sessions. Together with the Forum Sr Event Manager, they will lead Forum programme development, working closely with the Capacity Development, Communications, Policy Advocacy & Accountability, and Partnerships and Membership units and also liaise with the local host (RNCDA) and the onsite PCO, Events Factory. Specific tasks include:

- Lead on the development of the Forum programme (plenaries, workshops, co-sponsored sessions and delegate activations), with input from the Global Planning Committee and the Forum Programme working group;
- Guide the Partnerships and Memberships unit to manage satellite sessions and other sponsored activities for the Forum;
- Organise the Global Planning Committee meetings together with the Sr Event Manager (set up meeting, prepare meeting materials and follow up, as required);
- Manage the invitations and travel grants to speakers, chairs, facilitators and others;
- Support, as needed, the involvement of people living with NCDs and of youth;
- Orchestrate the development and delivery of workshops and interactive sessions. Manage workshop leads and organisers. Keep in regular touch, assist in session development, offer technical assistance and produce materials as required;
- Develop concept notes and speaker briefings for plenary and special sessions. Brief speakers, chairpersons, facilitators pre-conference and manage onsite rehearsals with tech crew;
- Liaise with PCO technical director to ensure sessions are equipped and executed smoothly;
- Support the development of Forum publications, copy, promotional materials as needed;
- Participate in Forum planning discussions with external and internal stakeholders;
- Manage the execution of the programme onsite;
- Liaise with Communications Director on promotion and onsite communications plans;
- Develop Forum evaluation and write Forum report;
- Write recommendations / reflections for future Forum teams.

## **Experience and skills:**

- Solid project management skills (5 years of experience), extreme attention to detail and ability to successfully manage competing priorities and meet deadlines;
- Excellent writing skills and comfortable with speaking / presenting;
- Strong knowledge of latest trends in programme content development and delivery;
- Experience in global health, knowledge of advocacy, NCD prevention and control;
- Ability to manage different stakeholders and having strong cross-cultural competence;
- Ability to work with grace under pressure and can-do attitude; comfortable with changing plans and multiple, concurrent deadlines;
- Capacity to work independently and collaboratively in an international team environment with solid interpersonal and verbal communication skills;
- Expertise in Microsoft Office with emphasis on PowerPoint, knowledge of ChatGPT, CiviCRM, Monday.com, Slack a plus;
- Willing and able to travel to Kigali.

## **How to apply:**

Please send your CV, cover letter and your proposed work allocation (% FTE) per month to [globalncdforum@ncdalliance.org](mailto:globalncdforum@ncdalliance.org) no later than 23.00 CET on 21<sup>st</sup> January. If you have questions, please write to [hr@ncdalliance.org](mailto:hr@ncdalliance.org).