

## Vacancy Announcement

<b>Title:</b>	<b>Capacity Development Officer</b>
<b>Contract Type:</b>	<b>Employee</b>
<b>Contract Duration:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>Capacity Development Manager</b>
<b>Start Date:</b>	<b>ASAP- to be agreed</b>
<b>Location:</b>	<b>Mostly home-based, UK</b>
<b>Application deadline:</b>	<b>20 October 2021</b>

### About the NCD Alliance

Founded in 2009 by four international NGO federations – the International Diabetes Federation, the International Union Against Tuberculosis and Lung Disease, the Union for International Cancer Control, and the World Heart Federation – the NCD Alliance (NCDA) is a unique civil society network dedicated to shaping a world in which everyone can live a healthy and productive life, free from the preventable suffering, stigma, disability and death caused by non-communicable diseases (NCDs).

The NCD Alliance is at the forefront of elevating NCDs onto the global health and development agenda. NCDA brings together 300 members in 81 countries, including a network of 66 national and regional NCD alliances across all regions, to form a respected, united and credible global civil society movement. Our community includes member organisations addressing NCDs and their risk factors, national and regional NCD alliances and people living with NCDs. Together with strategic partners, including WHO, the UN, governments, development donors, philanthropies and appropriate private sector, NCDA is uniquely positioned to transform the global response to NCDs through its core functions of advocacy and accountability, capacity development, knowledge and partnerships.

Our achievements to date include supporting the adoption of landmark political commitments on NCDs – including from the UN High Level Meetings on NCDs in 2011, 2014 and 2018, the global 2025 NCD targets, NCD-related targets in the Sustainable Development Goals and the declaration of the UN High Level Meeting on Universal Health Coverage in 2019. The Capacity Development (CD) core function supports NCD civil society efforts to translate global advocacy and policy commitments on NCD prevention and control to the regional and national levels, by effectively and sustainably advocating for government action and ensuring accountability for NCDs. NCDA's CD programmes and initiatives strengthen strategic advocacy and coalition building efforts and promote the meaningful involvement of civil society and people living with NCDs in the response.

Please find more information about the NCD Alliance here: [www.ncdalliance.org](http://www.ncdalliance.org)

## Job description

The CD team is looking to expand with a Capacity Development Officer that will support the NCD Prevention Accelerator Programme as part of expansion of the [Advocacy Institute](#). The Advocacy Institute is a flagship programme of the NCDA that seeks to strengthen NCD civil society, with a focus on advocacy and coalition building.

The Capacity Development Officer will support the development and roll-out of the Advocacy Institute NCD Prevention Accelerator Programme and its work in Ghana, Mexico, India and the Philippines, aiming to increase the capacity of established NCD alliances to drive effective locally owned campaigns to advocate governments for proven, cost effective NCD prevention policies and legislation across the main NCD risk factors and their upstream determinants, particularly advocacy efforts on food policies, alcohol control and environmental health. In addition, the Capacity Development Officer will also support the Advocacy Institute Seed Programme which is expanding to include 3 emerging alliances from Least Developed Countries (Bangladesh, Nepal and Senegal), aiming to strengthen their coalition building efforts and setting foundations for advocacy on NCD prevention and control.

The Advocacy Institute programmes offer training opportunities (virtual and in-person) around major global milestones, tailored technical assistance, tailored capacity building, resources, expert and peer support, as well as grants to support local advocacy efforts. The Capacity Development Officer would be supporting the different components.

The Officer will work with the CD team and other stakeholders for the fulfillment of its responsibilities, bringing an understanding of the global health and NCD agendas, and the role played by civil society in advancing the NCD prevention and control responses via campaigns and programmes at the regional and national levels.

This position reports to the Capacity Development Manager and is possible thanks to a new partnership with Norad. The full-time position will be UK based, mostly home-based, with some London office working as deemed appropriate considering any COVID-19 restrictions. Applicants must already possess a valid UK work authorisation.

## Core Responsibilities:

- **Support the roll out of the Advocacy Institute's** new NCD Prevention Accelerator Programme and the Seed Programme, supporting coalition building and strengthening advocacy efforts to spur policy change for NCD prevention and NCD risk factors. Support the expansion of the Advocacy Institute as needed.
- **Perform grant administration duties**, to support the Advocacy Institute, including grantee communications, support grant awards and grantee reporting.
- **Monitor local conditions and opportunities** for the Advocacy Institute' participating alliances and collect M&E data regularly to help with programme development and the provision of tailored technical assistance to NCD alliances part of the Advocacy Institute.

- **Support the development of research and knowledge products** in support of CD work as needed (e.g., civil society mappings, guides, reports, programme documentation, etc.).
- **Support the organisation of the Advocacy Institute training programme** and CD events as required, including supporting curriculum development, participant support, administrative functions, and evaluation; including the development and roll out of a new Leadership Track of the Advocacy Institute building leadership skills of the global network of NCD alliances.
- **Provide written content** to promote regional and national activity through NCD Alliance communication channels, including social media and website.
- **Leverage NCDA expertise providing technical assistance to alliances and facilitating networking opportunities**, enable access to NCDA expertise, advocacy advice and support, and access to a broader network of advocates who can provide peer-to-peer support.
- **Support Advocacy Institute webinars and events** for regional and national NCD alliances.
- **Coordinate national efforts with global advocacy** to ensure maximum impact of the Advocacy Institute and broader CD efforts.

#### **On-going activities:**

- Ensure an updated record of activities by organisations and NCD alliances supported by the CD projects and initiatives, to inform NCDAs capacity development, advocacy and communication activities.
- Maintain regular communications with regional and national NCD alliances for advocacy and network updates.
- Gather relevant country and regional information to support the offering of appropriate and relevant technical assistance to NCDA member regional and national NCD alliances.
- Help maintain an updated contacts database of regional and national NCD alliances.
- Help maintain up to date Capacity Development content in the NCDA website.
- Handle administrative responsibilities in support of CD activities as needed.
- Mobilize regional and national NCD alliances in support of global advocacy campaigns.
- Provide support to civil society regional and national meetings as required, including administrative and content development support.
- Support Advocacy Institute webinars for regional and national NCD alliances.
- Look for opportunities to showcase regional and national progress in global events and platforms.

#### **Desired experience and skills:**

- Advanced university degree in public health, international relations, public policy, or similar, with a minimum of 2 years of relevant work experience in the non-profit area.
- Demonstrated interest and understanding of global health and development; knowledge of NCDs would be ideal, particularly on aspects related to NCD prevention (e.g., alcohol control, food policies, environmental health/air pollution). Health policy and/or public health background is preferred.
- International work experience 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.
- Excellent judgment, strategic thinker, initiative taker.
- Excellent analysis, writing and oral communications skills in English – foreign language skills are a plus (Spanish and/or French).
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
- Availability for international travel (10%; as needed)

## HOW TO APPLY

To apply for this position, please email a cover letter, resume and details of two references to: [jobs@ncdalliance.org](mailto:jobs@ncdalliance.org). Please reference the name of the position “Capacity Development Officer” in the subject line of your email. Also, please clarify in the cover letter your location and when you would be available. We are only seeking candidates who live in & have a **right to the work in the UK**.

*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: 20 October 2021. We will only contact shortlisted candidates. Candidates are encouraged to apply as soon as possible as applications will be reviewed on a rolling basis, and the selection may take place before the deadline.**