



Title:	Capacity Development Officer
Contract Type:	Employee
Contract Duration:	12 months
Reporting to:	Capacity Development Manager
Start Date:	by 4 May 2020
Location:	Mostly home-based with 1 day/week office based in London
Application Deadline:	25 March 2020

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 leading the way to a world free from preventable suffering, 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. NCD Alliance's strong global network includes over 60 national and regional alliances; strategic relations with the World Health Organization, UN, and governments; and staff in Geneva, London and New York. Our network includes global and national NGOs, scientific and professional associations, academic and research institutions, private sector entities and dedicated individuals.

The NCD Alliance's activities aim to influence policy, raise global awareness of NCDs, broker knowledge and good practice in policies to prevent and treat NCDs and to support capacity development of NCD civil society organizations and alliances. 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) area is a cornerstone of NCDA's work supporting civil society to effectively and sustainably stimulate government action and ensure accountability for NCDs. Today, NCDA mobilises a network of 65 national and regional NCD alliances around the world. Its CD programmes and initiatives strengthen a unified NCD response via strategic advocacy and coalition building efforts, through a whole-of-society approach that fosters the meaningful involvement of youth and people living with NCDs.

NCDA has entered into a partnership with Helmsley Charitable Trust. The partnership, which will be implemented over three years (2020-2022), will engage in global advocacy on universal health and NCD care, and support national advocacy and action for health systems strengthening and universal health coverage for chronic NCDs, and the meaningful involvement of People Living with NCDs in the response.

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

Job description

NCD Alliance seeks a Capacity Development Officer to support our efforts in NCD prevention and control at the national and regional levels. The Capacity Development Officer will support the implementation of the different CD programmes, particularly the roll out of the second phase of its Advocacy Institute 2020-2022 in different geographies, mostly low and middle income countries. The Advocacy Institute is a flagship NCD Alliance programme to strengthen NCD civil society, with a focus on coalition building and advocacy.

The Advocacy Institute 2020-2022 will aim to foster stronger advocacy efforts of participating NCD alliances via its NCDs and Universal Health Coverage Accelerator Programme, and promote coalition building activities via its Seed Programme.

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

This is an excellent opportunity for candidates interested in working for a respected civil society organisation, engaging with national and regional stakeholders in different geographies, and getting involved in priority NCD-related global health and development issues.

The NCD Alliance seeks applicants with suitable experience and background for a full-time role as capacity development officer. This position reports to the Capacity Development Manager. This position is for three years and is subject to yearly renewal. It is associated with the Helmsley Charitable Trust partnership described above. The role is based in London, UK, and is open to UK citizens and other applicants who already possess a valid work authorisation. The capacity development officer would mostly work from home with 1 day/week working from the London office.

Core Responsibilities:

- **Support the roll out of the NCD Advocacy Institute's 2020-2022 Seed and Accelerator Programmes**, supporting coalition building and strengthening advocacy efforts to spur policy change for UHC, stronger health systems for NCDs and multiple chronic conditions.
- **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.
- **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.
- **Provide written content** to promote regional and national activity through NCD Alliance communication channels, including social media.

- **Leverage NCDA expertise providing technical assistance to alliances and facilitating networking opportunities**, enable access to NCDA expertise, advocacy advice and support, and also access to a broader network of advocates who can provide peer-to-peer support.
- **Support Advocacy Institute webinars** for regional and national NCD alliances.
- **Coordinate national efforts with global advocacy** to ensure maximum impact of the Helmsley Charitable Trust partnership.

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.
- Mobilise 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.

Experience and skills:

- Advanced university degree in public health, international relations, public policy, or similar, with a minimum of 2-3 years of relevant job-related non-profit experience.
- Demonstrated interest and understanding of global health and development; knowledge of non-communicable diseases would be ideal. 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 would be a plus.
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook);
- Availability for international travel (10%)



How to Apply:

Please send your CV and cover letter to info@ncdalliance.org. Please reference the name of the position in the subject line of your email. The NCD Alliance welcomes applicants of all backgrounds to contribute to its diversity.

Closing Date for Applications: 25th March 2020. We regret that we are only able to contact shortlisted candidates.