

**Vacancy Announcement**  
**Policy & Advocacy Manager, New York City**

<b>Title:</b>	Policy and Advocacy Manager
<b>Contract Type:</b>	Employee
<b>Contract Duration:</b>	1 year with potential for renewal
<b>Reporting to:</b>	Director of Policy and Advocacy
<b>Start Date:</b>	As soon as possible
<b>Location:</b>	Remote, but with regular access as necessary to New York City
<b>Application Deadline:</b>	9 November 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 City. 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-building of NCD civil society organizations and alliances. Today, NCDA mobilizes a network of 65 national and regional NCD alliances around the world. Our achievements to date include supporting the adoption of landmark political commitments on NCDs – including from the UN High Level Meetings (HLM) 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 HLM on Universal Health Coverage (UHC) in 2019.

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

### **Job description**

The NCD Alliance seeks a Policy and Advocacy Manager with suitable experience and background for a full-time role to advance our work on global NCD policy, with a particular focus on United Nations-related activities in New York City and relevant activities of other multilateral agencies, international financial institutions and donors. Candidates must be eligible for a work permit in the United States.

This is an excellent opportunity for candidates interested in working for a respected civil society organisation, engaging with multilateral institutions and governments, leading strategic advocacy work and coalition building, on a priority global health and development issue. The successful applicant will join our Policy, Advocacy and Accountability team of five professionals located in Geneva, New York City and London, and manage one team member based in New York City.

Work with the NCD Alliance team and network to support efforts to:

- Enhance the impact of NCDA's advocacy at the UN, World Bank and other global forums to increase political awareness for all NCDs globally, elevate the importance of NCDs and related-issues within global health, finance and development policy and political forums and processes, resulting in commitments by governments, multilateral agencies and donors to increase resources for NCDs and UHC;
- Develop and present to policymakers the evidence base on the burden of NCDs and progress towards NCD and UHC targets, particularly in LMICs, in coordination with national advocates;
- Delivery of policy-related projects, including advocacy materials, briefings, reports and high-level events.

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

- Strengthen and build on existing partnerships and strategic relationships with key UN agencies, member states, government missions in New York City and Washington D.C., civil society, academia and other partners;
- Lead policy analysis and advocacy in priority NCD areas connected to UHC, finance and development to strengthen the evidence base and maximize NCDA's impact to deliver on policy and advocacy objectives;
- Monitor and analyze global policy processes of strategic bodies and agencies, including the UN General Assembly, UN High-Level Political Forum, relevant UN Standing Committees and World Bank-IMF meetings. Identify opportunities for NCDA advocacy and leadership, including preparation of inputs to relevant consultations, strategic analysis and recommendations.
- Deliver advocacy resources in close coordination with NCDA communications team, including drafting op eds and articles, speeches, presentations, policy briefs and contributing to press releases;
- Further develop NCDA's role in alliances that encourage governments and international organizations to set evidence-based policies and mobilize resources, paying particular attention to coverage of NCDs in UHC and PHC;
- Liaise with colleagues and the NCDA network to showcase advocacy successes, including speakers from member and partner organisations, and promoting advocacy at the global level by people with lived experience of NCDs.

**Core Responsibilities:**

- **Support the development of advocacy strategies** to maximise NCD Alliance's impact on priority UN processes in relation to NCDs, UHC/PHC and SDGs taking place in New York City and Washington DC (international financial institutions), particularly the SDG follow-up process and UN High-Level Reviews on global health issues (e.g. UHC, HIV/AIDS, TB, women and children's health) and NCDs;
- **Engagement with relevant agencies and institutions, including WHO NY, UNICEF, UNDP and the UN Inter-Agency Taskforce on NCDs, permanent Missions in New York City and World Bank offices in Washington, D.C.** Coordinate input to and represent NCD Alliance at relevant public events, meetings, documents, speeches, presentations, consultations, etc. drawing on expertise from across the NCD Alliance network.
- **Develop campaign and advocacy resources:** Drafting and contributing to preparation of timely policy and research publications, briefs, advocacy publications, consultation responses, presentations, aimed at policy-makers to mobilise resources for the NCD response and UHC at global, regional and national levels.
- **Organise high-profile side events and roundtables:** convene high-level side events and roundtable events during global political platforms, e.g. UN General Assemblies, UNHLPF, World Bank meetings, to engage policymakers, key institutions, opinion leaders, and civil society. Mobilise the NCD and broader sustainable development movements, convening thought-leadership discussions and side events to foster political commitments and awareness around the NCD response.
- **Developing stakeholder relationships,** including NCD Alliance members, and coordination with movements supporting UHC and other global health goals (HIV/AIDS, TB, maternal and child health, planetary health, health security, etc.). Identify further opportunities for collaboration and synergies of work with the global NCD community, particularly organisations working on financing for health and sustainable development.

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

- Advanced university degree with a minimum of 8 years of relevant job-related experience, including developing, implementing and managing advocacy campaigns for non-profit organizations;
- Professional expertise, knowledge and experience of international advocacy preferably in the area of global health and/or sustainable development;
- Knowledge of global health and development multilateral processes, particularly at the UN. Experience of World Bank/IMF, G20/G7 advantageous.
- Experience of working with high-level policy-makers, Ambassadors and diplomats, and international institutions;
- Excellent analysis, writing and oral communications skills in English, including presentation skills.

- Strategic thinker and initiative taker, with capacity to work independently and collaboratively in an international team environment with solid interpersonal and verbal communication skills;
- Strong organizational skills to successfully manage competing priorities and meet deadlines;
- Staff management experience.
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook);
- Availability for regular travel abroad required.

**Desirable :**

- Knowledge of NCD prevention and control;
- Knowledge and expertise in policies and processes relevant to global health financing and/or financing for development.
- Written and oral communication skills in other languages 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.***

**How to Apply:**

Please send your CV, including two contacts for references and two samples of your written work or presentations to [info@ncdalliance.org](mailto:info@ncdalliance.org). Please indicate email subject: *Policy & Advocacy Manager, NYC*.

**Closing Date for Applications: 9 November 2020.** We regret that we are only able to contact shortlisted candidates.