



Vacancy Announcement Policy and Advocacy Officer New York City, USA

Title:	Policy and Advocacy Officer
Contract Type:	Contract (100% FTE)
Contract Duration:	10 months
Salary Range:	circa \$58,000
Team:	Policy, Advocacy and Accountability
Reporting to:	Policy and Advocacy Manager
Start Date:	March 2025
Location:	New York City, USA
Deadline:	Note: applicants are required to have the right to work in the US, we are unfortunately unable to sponsor visas Sunday, 12 January 2025, 23.59 CET

Job description

The NCD Alliance (NCDA) seeks a New York-based officer to support our global policy and advocacy work, with a particular focus on noncommunicable disease (NCD) financing and United Nations (UN) related activities in New York. This is an excellent opportunity for candidates interested in working for a respected civil society organisation, engaging with multilateral institutions and governments, and leading strategic advocacy and coalition building on a priority global health and development issue. The successful applicant will join our Policy, Advocacy and Accountability (PAA) unit based in Geneva and New York City.

NCDA is preparing its strategic advocacy in the lead-up to the Fourth UN High-Level Meeting (HLM) on NCDs in 2025, and the officer will play an integral role in supporting NCDA in the global advocacy campaign through its engagement with stakeholders in NY and the UN system. The officer will coordinate engagement with a number of multilateral processes and development and health financing. This role provides an excellent opportunity for a motivated graduate to develop experience, networks and skillsets in global health policy and advocacy.

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 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, harmful use of alcohol, tobacco smoking, 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.

NCDA is at the forefront of elevating NCDs onto the global health and development agenda through strategic relations with the WHO, UN, and governments, with staff around the world, including 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.

NCDA's activities aim to influence policy, raise awareness of NCDs, broker knowledge and good practice to prevent and treat NCDs. NCDA supports the capacity development of NCD civil society organisations and alliances, mobilising a network of 70 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 HLMs 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 and 2023. Please find more information about NCDA on our website:

www.ncdalliance.org.

NCDA is currently running a pivotal global advocacy campaign, in close collaboration with our network, in the lead-up to the Fourth UN HLM on NCDs in 2025. NCDA continues to be the convening civil society voice advocating for action on existing NCD targets at the global level, and calling for governments, and other stakeholders, to be held accountable. Integration of NCDs into other global health priorities such as UHC and PHC are fundamental for reaching NCD targets, and organizations working on NCDs at regional and country levels are at the heart of an engaged civil society movement. The PAA team focuses on four impact goals: Prevention, Care, Financing and Community Engagement.

The Policy and Advocacy Officer will:

- Support the PAA team in elevating the importance of NCDs, in particular resource mobilisation and investment, within global health and development policy and political forums and processes;
- Support and enhance the impact and effectiveness of NCDA's advocacy and accountability activities at the UN including Member States and the WHO Office in NY, and in other global fora relevant to the HLM and health and development financing;
- Support the delivery of policy and advocacy activities and deliverables for partners and members (e.g. reports, events, conference sessions, webinars etc).

Main duties and responsibilities:

- **Track and analyze** the policy processes and dialogues leading up the HLM on NCDs and global health across NCDA's strategic priorities but with a particular focus on development and health financing and implementation of the Lusaka Agenda;
- **Track opportunities** to influence policy by drafting NCDA's position statements in relevant consultations and processes across the UN system, WHO, G7/G20, Financing for Development, and World Bank Spring and Annual Meetings.
- **Draft materials** including reports, consultation submissions, policy briefs, op-eds, statements, fact sheets, blogs, event concept notes, presentations, and talking points to provide information to policymakers, partners, and NCDA senior leadership as necessary;
- Support the preparation of NCDA advocacy **events and webinars** in New York and internationally, as required, including policy roundtables, high-level advocacy events, and

mission briefings by coordinating across teams and partners to prepare content, engage and support speakers, and ensure appropriate logistics and communications;

- **Represent NCDA** at relevant external meetings and in relevant initiatives, as related to the HLM and NCD financing advocacy and policy.
- Support NCDA's advocacy and **engagement with UN Member States** and governments in other multilateral fora, including preparing and coordinating input for responses and submissions to UN and WHO consultations, WHA, G7/G20, and other major NCD-related meetings, and relations with their respective civil society working groups;
- Support NCDA's **activities in preparation of the UN HLM on NCDs** in 2025 including analyzing NCDA's members priorities and supporting NCDA to develop legislative language for relevant multilateral fora policy discussions.
- Assist the PAA team to **strengthen and build existing partnerships and strategic relationships in New York**, including the WHO Office at the United Nations, relevant UN agencies, UN Member States, civil society, academia, and other partners;
- Coordinate and project manage a proactive approach to **developing strong relationships with Member States and delegations in New York**. This includes contact management, tracking interactions (with partners, policymakers, and other stakeholders), monitoring and analyzing member state positions (e.g. UNGA resolutions and open debate interventions), coordination of meetings, mission briefings and consultations, and ensuring NCDA's information on specific policy areas are shared with relevant member states.
- Support **PAA team processes** as required, including tasks that involve developing processes, note-taking, planning, and reporting.

Experience and skills:

Essential

- Bachelor's degree in public policy, international affairs, international health and development, health-related, or similar subject, with a minimum of 1 year of relevant job or internship experience;
- Developing knowledge of global health and development and multilateral processes, particularly health financing and the UN, respectively;
- Excellent analysis, written and oral communication skills in English, including presentation skills.
- Excellent organizational skills, attention to detail, and ability to successfully manage competing priorities and meet deadlines with a developing ability to take initiative;
- Capacity to work independently and collaboratively in an international team environment and across different time zones with solid interpersonal and verbal communication skills;
- Working knowledge of UN and other multilateral processes;
- Developing judgment and strategic thinking;
- Ability to make presentations and organize effective online meetings.

Desirable

- Professional experience supporting the development and implementation of advocacy campaigns for non-profit organizations;
- Professional experience working with high-level individuals including government representatives;
- Knowledge of, and professional experience working on, issues related to health financing;

- Interest and previous experience in global public health;
- Policy research skills and experience;
- Written and oral communication skills in other UN languages.
- Availability for international travel

Requirements

- US citizenship, permanent resident, or holder of a valid work permit to work in the United States. Please note that only applicants with a pre-existing right to work in the US can apply. We regret that we cannot support visa applications.

Terms of Employment

- Start date: March 2025
- Location: NYC area. This position has the flexibility to work from home, but will increasingly require the incumbent to participate in in-person meetings with key stakeholders in NY as part of the HLM and its related processes.
- Diversity and inclusion are central to the way we work at 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 also work to ensure that our recruitment processes are as inclusive as possible to everyone, if accommodation is needed to make the application process more accessible to you, please let us know in your email.

NCD Alliance values

Our work is underpinned by values which align with well-established principles of global health and sustainable development:

- People-centered
- Collaboration
- Equity, diversity and inclusion
- Accountability
- Independence
- Excellence and results-driven

Your application should include, in one PDF:

- A cover letter (one page maximum) outlining how you meet the required experience and competencies, confirmation of your right to work in the US, and when you would be available for employment;
- Your resume/curriculum vitae (two pages maximum);
- One relevant, unedited piece of your written work, this could be a presentation, short report, or article that you have written (main author) during your studies, or while working or volunteering for another organization.

Please note that we will not consider incomplete applications.

How to apply:

- Please send your application to hr@ncdalliance.org and include "NY Policy and Advocacy Officer" in the subject line of your email.
- Application deadline: Sunday, 12 January 2025, 23.59 CET.
- We regret that we are unable to offer feedback on all applications, only shortlisted candidates

will be contacted. Interviews are planned to take place by mid-January.