Vacancy Announcement

Position: Director of Policy, Advocacy and Accountability
Location: Geneva, Switzerland
Contract type: Permanent, full time
Reporting to: Chief Executive Officer (CEO)
Management responsibility: Policy, Advocacy and Accountability unit: Currently five staff members, two project consultants.
Desired start date: April 2022.
Application deadline: 24 February 2022. First round interviews will be held during the week of 7 March 2022.

- Are you a passionate public health policy advocate, with a track record of influencing health-relevant policy in international settings and leading advocacy campaigns?
- Do you have a passion for global health and development, and improving the lives of people everywhere?
- Would you like to be part of a dynamic and impactful global NGO seeking to ensure people everywhere can enjoy a life free from preventable suffering due to noncommunicable diseases (NCDs) including cancer, diabetes, cardiovascular disease, lung disease and mental health conditions by strengthening policy action?

Job Purpose

The Policy, Advocacy and Accountability Director is responsible for leading, developing, implementing and managing NCDA’s global policy, advocacy and accountability work. The Director will lead a team of policy and advocacy staff based in Geneva and New York. The holder of the position is a member of the NCDA Senior Management Team and is expected to contribute to organisational efficiency and effectiveness, and to work jointly across the team to support the overall organisational objectives.

This is an excellent opportunity for candidates interested in working for a respected civil society organisation, engaging with international institutions and governments, to lead strategic advocacy work and coalition building on priority global health and development issues related to NCD prevention and care. The successful applicant will lead our Policy, Advocacy and Accountability team and be based in the NCDA head office in Geneva.

Duties and responsibilities of the Policy, Advocacy and Accountability Director will include:

Strategy and Management
- To lead NCDA’s global policy, advocacy and accountability work, including working closely with the CEO to develop and oversee delivery of NCDA’s advocacy strategy, work plan, and activities and global campaigns.
- To lead the NCDA Policy, Advocacy and Accountability unit day-to-day activities, including managing five staff (in Geneva and New York) in reaching their performance objectives.
- Manage the global policy, advocacy and accountability budget, supervise spending, and oversee monthly expenditure reviews, as well as contribute to the annual budgeting and financial reporting process.
• Play an active role in the leadership of NCDA as a member of the Senior Management Team. Work closely with the CEO and other Directors to guide the organisation and ensure that NCDA is fulfilling its vision and mission, while adhering our values.

• Support the CEO in NCDA Board matters when in relation to global advocacy and policy, including supporting the NCDA Board Sub-Committee on Policy and Programmes.

• Represent NCDA at key global and regional events and conferences to promote NCDA and its mission, as well as in strategic initiatives related to global policy and advocacy.

**Global Advocacy**

• To ensure the delivery of NCDA’s global advocacy work plan, overseeing global advocacy activities to elevate NCDs in the global health and sustainable development agenda, working through multilateral processes and organisations such as the World Health Organization in Geneva and the United Nations in New York.

• Lead NCDA’s global campaigns, including for relevant UN High-Level Meetings.

• Lead the preparations and delivery of NCDA advocacy and activities during the World Health Assembly and UN General Assembly every year.

• Manage the organisation of high-profile advocacy events and roundtables at strategic global events, including WHA, UNGA, and global conferences.

• Oversee the writing of submissions to consultations on relevant issues and processes for NCD prevention and control, for example WHO and UN consultations.

• Oversee the development of advocacy tools, briefings, resources, and knowledge products to support NCDA campaigns and engage NCDA members and alliances.

• Maintain and strengthen relationships with government missions in Geneva and New York, as well as with relevant policy makers and advisers in government, multilateral and development agencies, to support NCDA’s advocacy objectives.

• To work in partnership with the World Health Organisation (WHO) in Geneva and New York, as well as its regional and national offices, to ensure the delivery of NCDA’s advocacy objectives.

• To work with UN agencies, the UN Inter-Agency Task Force on NCDs (UNIATF), and other multilateral agencies and other organisations to accelerate their programmes in support of NCDs.

• Work in collaboration with other federations, organisations, networks and alliances in the field of global NCDs and health to support NCDA’s advocacy objectives, and foster new collaborations.

• Work with NCDA members and alliances to bring expertise and perspectives to global advocacy, and coordinate campaigns.

• Work closely with Capacity Development unit to provide advocacy strategy, support and input into programmatic activities (at global, regional and country level), and the mobilisation of national and regional NCD alliances for global advocacy purposes.

• Work closely with the Communications unit to support campaigns and advocacy, including media opportunities, acting as spokesperson, and press releases.

• Work closely with the Partnerships and Membership unit to draw from and engage members and partners in NCDA’s policy, advocacy and accountability work.

• To ensure that NCDA’s convening platforms (e.g. Global NCDA Forum and Global Week for Action annual campaign) are used accordingly to showcase and strengthen NCDA global advocacy.
Global Policy

- To actively keep abreast of key political events, actors, and drivers for change and developments on the horizon which could impact the global NCD, health and development agenda.
- Oversee the development of high-quality, evidence-based policy positions and recommendations that further NCDA’s advocacy objectives, as well as managing the production of policy briefs and publications.
- Oversee collaborations with academia or think tanks on strategically relevant NCD policy and accountability projects and papers, and explore new opportunities.
- Identify specific policy gaps or opportunities where NCDA’s work can have an impact.

Skills and attributes

- Advanced university degree with a minimum of 8 years proven track record in leading policy advocacy for non-profit, UN, or governmental organisations.
- Fluency in spoken and written English.
- Strong written communication skills for reports, articles, and advocacy materials.
- Knowledge of NCD policy and understanding of global health and sustainable development policy, related bodies and processes.
- Team/line management experience and track record of working in teams to deliver against timelines.
- Budget/project management experience.
- Excellent organisational and strategic planning skills, and ability to successfully manage priorities and meet deadlines.
- Ability to work sensitively in a multicultural setting
- Ability to work with people and organisations representing those living with NCDs.
- Capacity to work remotely, independently and collaboratively in an international team environment.
- Availability for regular travel abroad.

Desired competencies:

- At ease working and collaborating with high-level decision makers.
- Strong public speaking and presentation skills.
- Ability to influence decision makers to make, defend and strengthen the NCD case.
- Analytical skills and ability to synthesise complex material accurately.
- Excellent interpersonal skills and ability to work in a small, multicultural, dynamic team.
- Ability to work independently and meet deadlines with minimum supervision.
- Excellent interpersonal and communications skills; the ability to effectively liaise with and motivate a variety of people in a multi-cultural environment (and across various time zones).
- Excellent organizational skills; the ability to multi-task, learn quickly and work independently and productively in a fast-paced and detail-oriented environment.
- Other language skills (French and Spanish) a plus.
- NGO experience.

Diversity and inclusion are central to the way we work 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.
NCDA values

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

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

How to apply

Please note that only applicants with a pre-existing right to work in Switzerland can apply. We regret that we cannot support visa applications.

Apply for this position via the following link: [https://app.smartsheet.com/b/form/2ad180dc3dd24bfd93c3448b16a81e81](https://app.smartsheet.com/b/form/2ad180dc3dd24bfd93c3448b16a81e81) and please attach a cover letter referencing how you possess the required experience and competencies (up to 2 pages) and your curriculum vitae to the link. Please clarify in the cover letter your current location and when you would be available for employment.

Application deadline: 24 February 2022. We regret that we are only able to contact shortlisted candidates. First round interviews will take place in the week of 7 March 2022.

About the NCD Alliance

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). NCDA is a registered non-governmental organisation (NGO) based in Geneva, Switzerland, bringing together 300 members in more than 80 countries, including a network of 66 national and regional NCD alliances, to form a respected, united and credible global civil society movement.

[www.ncdalliance.org](http://www.ncdalliance.org)