

**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>	Hybrid, home and office working as per regulations of the New York hosting partner agency.
<b>Salary range:</b>	USD 80'000 – USD 85'000
<b>Application Deadline:</b>	25 July 2022

**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 organization, 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 six professionals located in Geneva, New York City, Lagos and London.

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 deliver NCDA's policy and advocacy strategy on increasing financing for action on NCDs
- 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, financing 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:**

- **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 NCDA at relevant public events, meetings, documents, speeches, presentations, consultations, etc. drawing on expertise from across the NCDA network.
- **Support the development of advocacy strategies** to maximize 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, antimicrobial resistance) and NCDs;
- **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 mobilize resources for the NCD response and UHC at global, regional and national levels. Including delivery and follow-up to 2022 Global Week for Action campaign on NCD financing.
- **Organize 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. Mobilize 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 NCDA 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 organizations working on financing for health and sustainable development.

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

- Advanced university degree with a minimum of 5 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 a multicultural and international team environment with solid interpersonal and verbal communication skills;
- Strong organizational skills to successfully manage competing priorities and meet deadlines;
- Self-motivated, independent and able to work remotely.
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook);
- Availability for regular travel abroad required (around 6-8 times per year).

**Desirable :**

- Existing network of contacts in UN NYC institutions and Member State permanent missions;
- 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.***

**NCD Alliance 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 the candidate must have eligibility to work in the U.S. at time of hire.

Apply for this position via the following link [NCD Alliance Policy & Advocacy Manager, New York \(smartsheet.com\)](#) 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: 25 July 2022 at 23:59 New York time.**

Shortlisted candidates will be contacted on the 25<sup>th</sup> August for interviews 30th August – 2<sup>nd</sup> September. We regret that we are only able to contact shortlisted candidates.

**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)

Please note that our partner agency based in New York, which will host this position is committed to helping prevent the spread of COVID-19 and to protecting the safety of all employees. All U.S. employees will be required to be fully vaccinated unless the employee is approved for a reasonable accommodation due to a disability or a religious reason.