



Vacancy Announcement Policy and Advocacy Officer Geneva, Switzerland

Title:	Policy and Advocacy Officer
Contract Type:	Employee (100%) or consultancy
Contract Duration:	Fixed term until December 2024, with 3 months probation period
Team:	Policy, Advocacy and Accountability
Reporting to:	Policy and Advocacy Manager
Start Date:	As soon as possible, ideally March or April 2024
Location:	Employment in Geneva, Switzerland or consultant, if based outside of Switzerland
Deadline:	Sunday 7 April 2024, 23.00 CET

Job description

The NCD Alliance seeks a Geneva-based officer to support our global policy and advocacy work, with a particular focus on NCD care and WHO-related activities in Geneva. This is an excellent opportunity for candidates interested in working for a respected civil society organization, 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) team of 5 professionals located in Geneva, and New York City.

The NCD Alliance is preparing a strategic advocacy approach in the lead up to the Fourth UN HLM on NCDs in 2025, and the fixed-term officer will play an integral role in supporting the NCD Alliance to work closely with the organisation's network to launch global advocacy campaigns. 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 noncommunicable diseases (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.

The NCD Alliance is at the forefront of elevating NCDs onto the global health and development agenda through strategic relations with the World Health Organization, United Nations (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.

The NCD Alliance's activities aim to influence policy, raise awareness of NCDs, broker knowledge and good practice to prevent and treat NCDs. NCD Alliance supports capacity development of NCD civil society organizations and alliances, mobilising 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 (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 the NCD Alliance on our website: www.ncdalliance.org.

The NCD Alliance is currently preparing for pivotal global advocacy campaigns, in close collaboration with our network, in the lead up to the Fourth UN HLM on NCDs in 2025. NCD Alliance 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 HIV, tuberculosis and maternal and newborn health are fundamental for reaching NCD targets, and organisations working on NCDs at regional and country levels are at the heart of an engaged civil society movement. The Policy, Advocacy and Accountability team focuses on four impact goals: Prevention, Care, Financing and Community Engagement.

We are looking for a Policy and Advocacy Officer to support delivery of key areas of work, e.g.:

- **Support** and enhance the impact and effectiveness of NCD Alliance's advocacy and accountability activities at the UN, WHO, and in other global forums, by tracking work and negotiations on topics including the pandemic treaty (INB), climate and health, economics and health, social participation, air pollution and antimicrobial resistance;
- **Support** the work on developing NCDA's advocacy priorities for the HLM4, through
 1. Supporting the production of policy briefs and refinement and development of NCDA's position, informed by key milestones such as UN Secretary general's report, outcomes from the GHMTM on NCDs in humanitarian settings and the 2nd Global Dialogue on Sustainable Financing for NCDs and Mental Health;
 2. Active and regular advocacy activities and engagement with government missions and other key stakeholders in Geneva;
 3. Support national and regional advocacy efforts by NCDA members, including national and regional NCD alliances towards national governments, including further develop and refine advocacy priorities and ensure strong engagement with our global efforts.
- **Supporting** on NCDA's work on accountability, e.g. in-depth analysis and policy development on of an accountability tool to be used for global advocacy, i.e. outlining progress made (case studies TBC) based on some key monitoring processes and recommendations for 2025/2030;
- **Supporting** the development of the recommendations on the next stage of targets and the Global Monitoring Framework and how these may feed into the new SDGs (TBC depending on WHO processes).
- Overseeing work in climate and health, e.g. COP29 and WHO work (GPoA) developments

- Further develop NCDA's work on integration based on involvement with AIDS/HIV and other global health priorities;
- Deliver the update NCDA's paper on the health workforce;

Main duties and responsibilities:

- Track and analyse global policy processes and trends on NCDs and global health on particular topics;
- Draft materials including reports, consultation submissions, policy briefs, op-eds, statements, fact sheets, blogs, event concept notes, presentations and speeches to provide information to policymakers, partners and media as necessary;
- Support the preparation of NCD Alliance advocacy and partner events and webinars internationally, including policy roundtables, high-level advocacy events, and our involvement in conferences. Including coordination across teams and partners to prepare content, engage and support speakers and ensure appropriate logistics and communications;
- Support NCD Alliance's advocacy and engagement with WHO, including preparing and coordinating input for responses and submissions to WHO consultations on specific topics, preparation for WHO Executive Board and World Health Assembly and Regional Committee meetings and other major NCD-related meetings, and relations with the key teams and clusters;
- Support dissemination and engagement of global resources regionally and nationally, with NCDA's capacity development team;

Experience and skills:

Essential

- University degree in a policy or health related subject, with a minimum of 1 year of relevant job or internship experience;
- Developing knowledge of global health and development, multilateral processes, particularly within the WHO;
- Excellent analysis, writing and oral communications skills in English, including presentation skills.
- Excellent organizational skills and ability to successfully manage competing priorities and meet deadlines with developing ability to take initiative;
- Capacity to work independently and collaboratively in an international team environment with solid interpersonal and verbal communication skills;
- Strong interest and previous experience in global public health;
- Developing judgment and strategic thinking;
- Ability to make presentations and organise effective online and in-person meetings;
- Availability for international travel required.

Desirable

- Professional experience supporting the development and implementation of advocacy campaigns for non-profit organisations;
- Professional experience working with international institutions such as the WHO;
- Working knowledge of UN and WHO processes;
- Knowledge of, and professional experience working on, issues related to NCD care and prevention;
- Policy research skills and experience;

- Written and oral communication skills in other languages.

Requirements

- For a fixed-term employment contact in Switzerland, a Swiss or EU national or valid work permit to work in Switzerland. Please note that only applicants with a pre-existing right to work in Switzerland can apply. We regret that we cannot support visa applications.
- For a consultancy, registration as self-employed in your country of residence. We regret that we cannot support visa applications.

Terms of Employment

- Start date: March/April 2024
- 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.

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:

- A cover letter (no longer than two pages) outlining how you meet the required experience and competencies, whether you are based in Switzerland or outside of Switzerland, and when you would be available to start.
- Your curriculum vitae (no longer than two pages), including two references.
- One relevant piece of your written work, this could be a presentation, short report, or article that you have written during your studies or while working or volunteering for another organization.

Important note: Sending incomplete applications reduces chances of being shortlisted.

How to apply:

- Please send your application, including two contacts for references to hr@ncdalliance.org and include "Policy and Advocacy Officer" in the subject line of your email.
- Application deadline: 7 April 2024, 23.00 CET.
- We regret that we are only able to contact shortlisted candidates.