

Vacancy Announcement
Policy and Advocacy Officer; Geneva, Switzerland

Title:	Policy and Advocacy Officer
Contract Type:	Employee (80%- 100%)
Contract Duration:	1 year with potential for renewal
Reporting to:	Policy and Research Manager
Start Date:	As soon as possible
Location:	Geneva, Switzerland
Application Deadline:	12 August 2022

Applications will be reviewed on a rolling basis.

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 65 national and regional alliances; strategic relations with the World Health Organization, United Nations (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, NCD Alliance mobilises 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.

NCD Alliance is in the process of realising a new 2021 – 2026 Strategy and is preparing pivotal global advocacy campaigns, in close collaboration with the network, in the lead up to UN HLM on UHC in 2023 and NCDs in 2025. NCD Alliance continues to be the convening civil society voice advocating for action on

existing NCD targets and policy at the global level and is undertaking strategic advocacy campaigns to integrate NCDs into other global health priorities such as HIV, tuberculosis and maternal and newborn health. The organisation continues to develop its strategic advocacy support to organisations working on NCDs at regional and country levels.

Please find more information about the NCD Alliance www.ncdalliance.org

Job description

The NCD Alliance seeks an enthusiastic Policy and Advocacy Officer with suitable experience and background to support our global NCD 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, 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 (PAA) team of 5 professionals located in Geneva, New York City, Lagos, and London.

The Policy and Advocacy Officer will be joining the NCD Alliance team as the organisation prepares a strategic advocacy plan in the lead up to UN HLMs on UHC in 2023 and NCDs in 2025. They will play an integral role in supporting NCD Alliance conduct consultations with the organisation's network and run the associated global advocacy campaigns. This timely opening provides an excellent opportunity for a motivated graduate to develop experience, networks and skillsets in global policy and advocacy.

The Policy and Advocacy Officer will:

- Support the PAA team elevate the importance of NCDs, in particularly the provision of care for people living with NCDs, within global health and development policy and political forums and processes;
- Support and enhance the impact and effectiveness of NCD Alliance's advocacy and accountability activities at the UN, WHO, and in other global forums, with an emphasis on the lead up to the UN High-Level Meetings on UHC (2023) and NCDs (2025);
- 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:

- Support the PAA team track and analyse global policy processes and trends on NCDs and global health, and identify opportunities for NCD Alliance advocacy and engagement with a particular focus on NCD care, Primary Health Care and integration of NCDs into other global health priorities;
- Assist the PAA team strengthen and build on existing partnerships and strategic relationships in Geneva, including with key UN agencies, member states, government missions, civil society, academia and other partners;
- 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 press as necessary;

- Support the preparation of NCD Alliance advocacy and partner events and webinars in Geneva and internationally, including policy roundtables, high-level advocacy events, and mission briefings. 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, 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;
- Represent the NCD Alliance at relevant external meetings and in relevant initiatives, as related to NCD advocacy and policy.

Experience and skills:

Essential

- University degree, 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 in global public health;
- Developing judgment and strategic thinking;
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook); ability to make presentations and organise online meetings;
- Availability for international travel required (around 4-6 trips a year).

Desirable

- Professional experience supporting the development and implementation of advocacy campaigns for non-profit organizations;
- Professional experience working with international institutions;
- Knowledge of, and professional experience working on, issues related to NCD care;
- Policy research skills and experience;
- Written and oral communication skills in other languages desirable.

Requirements

- Swiss or EU national or valid work permit to work in Switzerland.

Terms of Employment

- Full time one-year employment contract with the NCD Alliance, with potential for renewal after one year. Start date to be agreed, as soon as possible.

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-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:



[**NCDA Policy & Advocacy Officer July 2022**](#)

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.

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

Please clarify in the cover letter your current location and when you would be available for employment.

Application deadline: 12 August 2022. We regret that we are only able to contact shortlisted candidates. First round interviews will take place in the week on 29 August 2022. Applications will be reviewed on a rolling basis