



Vacancy Announcement Policy and Advocacy Officer Geneva, Switzerland

Title:	Policy and Advocacy Officer
Contract Type:	Employee (80% - 100%)
Contract Duration:	Permanent
Team:	Policy, Advocacy and Accountability
Reporting to:	Policy and Advocacy Manager
Start Date:	January 2025
Location:	Geneva, Switzerland (note: applicants are required to have the right to work in Switzerland)
Deadline:	Sunday 24 November 2024, 23.00 CET

Job description

The NCD Alliance (NCDA) seeks a Geneva-based officer to support our global policy and advocacy work, with a particular focus on noncommunicable disease (NCD) care and World Health Organization (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.

NCDA is preparing a strategic advocacy approach in the lead up to the Fourth United Nations (UN) High-Level Meeting (HLM) on NCDs in 2025, and the officer will play an integral role in supporting NCDA on the global advocacy campaign. The officer will manage engagement with a number of WHO processes and initiatives, including the Executive Board (EB) and World Health Assembly (WHA) sessions. 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 capacity development of NCD civil society organizations 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 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 PAA team focuses on four impact goals: Prevention, Care, Financing and Community Engagement.

The Policy and Advocacy Officer will:

- Support the PAA team elevate the importance of NCDs, in particular access to 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 NCDA's advocacy and accountability activities at the UN, WHO, and in other global fora;
- 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 analyse** global policy processes and trends on NCDs and global health across topics (care, prevention, finance) but with a particular focus on Primary Health Care, UHC and integration of NCDs into other global health priorities;
- **Identify opportunities** to influence by sharing NCDA's policy position in relevant consultations and other processes
- **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 NCDA advocacy and partner **events and webinars** in Geneva and internationally, including policy roundtables, high-level advocacy events, and mission briefings. This requires coordination 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 NCD advocacy and policy.
- Support NCDA's advocacy and **engagement with WHO**, including preparing and coordinating input for responses and submissions to WHO consultations, preparation for WHO EB, WHA, Regional Committee Meeting sessions and other major NCD-related meetings, and relations with the key teams and clusters;
- Support NCDA's **activities in preparation of the UN HLM on NCDs** in 2025, including co-ordination and logistics for events, analysing 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 on existing partnerships and strategic relationships in Geneva**, including with key teams at WHO, relevant UN agencies, civil society, academia and other partners;
- Co-ordinate and project manage a pro-active approach to **developing strong relationships with member states and government missions in Geneva and New York**. This includes contact management, tracking interactions (with partners, policymakers, and other stakeholders), monitoring and analysing member state positions (e.g. EB/WHA resolutions, policy developments related to advocacy priorities), 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

- 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 meetings;
- Availability for international travel required (around 4 trips a year).

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;
- Policy research skills and experience;

- Written and oral communication skills in other languages.

Requirements

- 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.

Terms of Employment

- Start date: December 2024 / January 2025
- Location: NCD Alliance Geneva office with some flexibility to work from home. The Geneva PAA team normally works at least two days a week in the office and is frequently required to participate in in-person meetings with key stakeholders and as part of WHO-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 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, your right to work in Switzerland, and when you would be available for employment.
- 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 (main author) during your studies, while working or volunteering for another organization.

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

How to apply:

- Please send your application to hr@ncdalliance.org and include "Policy and Advocacy Officer" in the subject line of your email.
- Application deadline: Sunday 24 November 2024, 23.00 CET.
- We regret that we are only able to contact shortlisted candidates. First-round interviews are planned to take place between 2-3 December.