



Vacancy Announcement

Policy and Advocacy Officer – NCD Prevention

London, United Kingdom

Title:	Policy and Advocacy Officer – NCD Prevention
Contract Type:	Employee (100%) or consultancy
Contract Duration:	Fixed term until end of March 2026, with a 3-month probation period
Team:	Policy, Advocacy and Accountability
Reporting to:	Policy and Advocacy Manager – NCD Prevention
Start Date:	April 2025
Location:	Employment in London, United Kingdom (UK) or remote consultant
Deadline:	Sunday, 23 February 2025, 23.59 CET
Salary Range:	circa 3'000 GBP/month

Job description

The NCD Alliance (NCDA) seeks a UK-based officer to support our global policy and advocacy work, with a particular focus on noncommunicable disease (NCD) prevention. 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 issues. The successful applicant will join our Policy, Advocacy and Accountability (PAA) team of 6 professionals located in Geneva and New York City.

NCDA is preparing a strategic advocacy campaign in the lead up to the fourth United Nations (UN) High-Level Meeting (HLM) on NCDs and Mental health in September 2025, and the officer will play an integral role in supporting NCDA's engagement around and beyond this UN HLM. The officer will also support with several World Health Organization (WHO) processes and initiatives, including on air pollution as a major NCD risk factor, climate change and health, nutrition and food systems, social determinants of health and other NCD prevention priorities. 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.

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. More information about NCDA is available on our website: www.ncdalliance.org.

The Policy and Advocacy Officer will:

- Support the PAA team elevate the importance of addressing NCDs, in particular through health promotion and reducing exposure to the major NCD risk factors, within global health and development policy and political 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 NCD prevention with a particular focus on air pollution, climate change, food systems transformation and social determinants of health;
- Identify opportunities to influence policy in these focus areas by sharing NCDA's policy positions in relevant consultations and other processes, including around the next UN Climate Conference (UNFCCC COP30);
- Represent NCDA at external meetings and initiatives relevant to NCD prevention policy;
- Support NCDA's activities in preparation of the UN HLM on NCDs in 2025, including analysing NCDA's members priorities on NCD prevention, and monitor the roll-out of an advocacy plan on air pollution for the UN HLM on NCDs in coordination with NCDA's members.
- Draft materials including reports, toolkits, briefings, statements, consultation submissions, op-eds, blogs, event concept notes, presentations and speeches to provide information to policymakers, partners and media as necessary;
- Support the preparation of NCDA events, including strategic roundtables, high-level advocacy events, mission briefings and webinars, coordinating preparations, including the programme, speaker outreach, logistics, promotion and communications;

- Assist the PAA team to strengthen and build on existing partnerships and strategic relationships with NCD prevention champion governments, key teams at WHO, other relevant UN agencies, civil society, academia and other partners;
- Set up and maintain a process to monitor in-country developments on marketing, labelling and fiscal policy across NCD risk factors, identifying champions and opportunities to promote NCDA's knowledge products on these policy areas;
- Support the ongoing promotion of NCDA's knowledge products on prevention with the communications team;
- Support coordination with the partnerships and membership (P&M), capacity development (CD) and PAA teams, and liaise where relevant with NCDA's network of NCD alliances, members and supporters on joint deliverables on priority prevention-related topics;
- Monitor and contribute to the Peer Learning Advocacy Network (PLAN) on NCD Prevention (including fortnightly updates, webinars, coordination of network input into relevant consultations, and identifying opportunities for joint outputs);
- Support PAA team processes as required, including tasks that involve setting up processes, note-taking, planning and reporting.

Experience and skills:

Essential

- University degree in public policy or a health-related subject, with a minimum of 1 year of relevant job or internship experience;
- Strong interest in public health, and knowledge of global health and development multilateral processes, particularly within the WHO;
- Excellent analysis, writing and oral communications skills in English, including presentation skills;
- Ability to make presentations and organise effective online meetings;
- Excellent organizational skills and ability to successfully manage competing priorities and meet deadlines with ability to take initiative;
- Developing judgment and strategic thinking;
- Capacity to work independently and collaboratively in an international team environment with solid interpersonal and communication skills;
- Availability for international travel required (around 2 to 4 trips a year).

Desirable

- Professional experience supporting policy development and the implementation of advocacy campaigns for non-profit organisations;
- Knowledge of, and professional experience on, issues related to NCD prevention, health determinants, air pollution, climate change and/or food systems;
- Professional experience working with international institutions such as the WHO, UNEP or FAO;
- Working knowledge of UN and WHO processes;
- Policy research skills and experience;
- Written and oral communication skills in other languages.

Requirements:

- For a fixed-term employment contract in the UK, a British or Irish citizenship or valid work permit to work in the UK. Please note that only applicants with a pre-existing right to work in the UK can apply. We regret that we cannot support visa applications.
- For a consultancy, registration as self-employed in your country of residence.

Terms of employment:

- Start date: April or May 2025
- 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-centred
- 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, 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 – NCD Prevention” in the subject line of your email.
- Application deadline: Sunday, 23 February 2025, 23.59 CET.
- We regret that we are only able to contact shortlisted candidates. First-round interviews are planned to take place between 3-7 March 2025.