



## Capacity Development Officer

<b>Title:</b>	Capacity Development Officer
<b>Contract Type:</b>	Employee, full-time
<b>Contract Duration:</b>	Fixed term contract until 31 January, 2026, subject to renewal
<b>Reporting to:</b>	Capacity Development Manager
<b>Location:</b>	Combination of home-based and working from the London office. <i>Note: Candidates must have a valid work authorisation in the UK.</i>
<b>Application deadline:</b>	<b>20 April 2025</b>

### About the NCD Alliance

The NCD Alliance (NCDA) is a global civil society alliance of 400+ civil society members across 80 countries dedicated to supporting a world free from preventable suffering, disability and death caused by noncommunicable diseases (NCDs). Over 14 years, NCDA has built a reputation as a leading global advocacy organisation on NCDs, a global thought leader on NCD policy and practice, a convener and mobiliser of the NCD civil society movement, a partner to governments and the World Health Organization and other United Nations agencies, and an advocate for meaningful involvement of people living with NCDs. You can find more information about the NCD Alliance in our website: [www.ncdalliance.org](http://www.ncdalliance.org).

### About the role

The Capacity Development unit seeks a Capacity Development Officer to support the implementation of the Advocacy Institute Regional track.

The NCD Advocacy Institute is a flagship Capacity Development initiative designed to strengthen NCD civil society to ensure a more effective NCD response. It consists of a multi-year partnership with organizations and alliances, supporting and strengthening the growth of NCD civil society across selected geographies. Its Seed track supports the establishment of NCD civil society networks in countries/regions where these are non-existent or young. The Accelerator track works with established NCD alliances to strengthen advocacy efforts where there are windows of opportunity for specific NCD policy change.

The Regional track focuses on strengthening regional NCD civil society in their coalition building and advocacy efforts with a key element of leading mobilisation and accountability efforts ahead of and in follow up to, the 2025 High Level Meeting on NCDs. The track supports regional alliances in Africa, Caribbean, Eastern Mediterranean, Latin America and South East Asia and includes a mix of grant support, tailored technical assistance, access to relevant training opportunities (Seed, Accelerator, different thematic tracks according to the capacity needs and strategic interests of each alliance), networking and knowledge exchange opportunities across other regions. The track also focuses on enhancing the role of regional NCD alliances in the capacity building of national NCD alliances in the region and pays special attending to building close linkages with [Our Views Our Voices](#) Initiative. A key element of this track is to build effective connections between national, regional and global advocacy efforts and maximise global and regional advocacy opportunities in the lead up, and in follow up, to the 2025 UN High Level Meeting on NCDs.

The Regional Advocacy track aims to:

- Strengthen the organisational capacity of regional alliances as an enabler for effective advocacy, supporting coalition building, strengthening organisational processes and governance structures;
- Support strategic advocacy and accountability efforts led by regional alliances, strengthening linkages between global, regional and national advocacy levels, maximising global advocacy milestones, particularly the 2025 UN High level Meeting on NCDs;
- Promote and support the role of regional NCD alliances in mobilising NCD civil society and national alliances in the region, and the role of regional NCD alliance in supporting regional networks as such.

The Capacity Development Officer will play a key role in the implementation of the Regional track by supporting coalition-building efforts, strengthening regional advocacy initiatives, and enhancing the capacity of NCD alliances to drive policy change. This includes providing grant administration support, facilitating technical assistance, and ensuring effective knowledge exchange between regional and national alliances. Additionally, the officer will contribute to monitoring and evaluation efforts, gathering key insights on local conditions and advocacy opportunities to inform tailored capacity development support.

This is an excellent opportunity for candidates passionate about strategic advocacy and supporting regional-level coalition-building initiatives, working for a respected civil society



organisation, engaging with inspiring advocates, national and regional stakeholders, and getting involved in priority NCD-related global health and development issues.

NCD Alliance seeks applicants with suitable experience and background for a full-time role as Capacity Development Officer. This position reports to the UK-based Capacity Development Manager. This position is possible thanks to NCD Alliance's partnerships with Bloomberg Philanthropies and is subject to yearly renewal. **The role is based in London, UK, and is open to UK citizens and other applicants who already possess a valid work authorisation.** NCD Alliance will not sponsor visa applications. The Capacity Development Officer would be mainly home-based/remote with the expectation of working from the London office 1 day a week.

### Core responsibilities

- **Support the roll out of the Advocacy Institute's** Regional track, by strengthening regional coalition-building and advocacy efforts, enhancing the capacity of regional NCD alliances to drive policy change and accountability.
- **Perform grant administration duties**, to support the Advocacy Institute and its Regional track, including grantee communications, support grant awards, monitoring and grantee reporting.
- **Monitor local conditions and opportunities** for the Advocacy Institute participating alliances and collect M&E data regularly to help with programme development and the provision of tailored technical assistance to NCD alliances part of the Advocacy Institute's Regional track.
- **Support the development of research and knowledge products** in support of CD work as needed (e.g., civil society mappings, guides, reports, programme documentation, etc.).
- **Support the organisation of the Advocacy Institute trainings and live sessions**, and other CD events as required, including supporting curriculum development, participant support, administrative functions, and evaluation.
- **Provide written content** to promote regional and national activity through NCD Alliance communication channels, including social media and website.
- **Leverage NCD Alliance expertise providing technical assistance to alliances and facilitating networking opportunities**, enable access to NCD Alliance expertise, advocacy advice and support, and access to a broader network of advocates who can provide peer-to-peer support.
- **Support broader Advocacy Institute and NCD Alliance webinars and events** for regional and national NCD alliances.



- **Coordinate regional and national efforts with global advocacy** to ensure maximum impact of the Advocacy Institute and broader CD efforts.

#### **On-going activities:**

- Ensure an updated record of activities by organisations and NCD alliances supported by the CD projects and initiatives, to inform NCDAs capacity development, advocacy and communication activities.
- Maintain regular communications with regional and national NCD alliances for advocacy and network updates.
- Gather relevant regional information to support the offering of appropriate and relevant technical assistance to NCD member regional and national NCD alliances.
- Help maintain an updated contacts database of regional and national NCD alliances.
- Help maintain up to date Capacity Development content in the NCD website.
- Handle administrative responsibilities in support of CD activities as needed.
- Mobilize regional and national NCD alliances in support of global advocacy campaigns.
- Provide support to civil society regional and national meetings as required, including administrative and content development support.
- Support Advocacy Institute webinars for regional and national NCD alliances.
- Look for opportunities to showcase regional and national progress in global events and platforms.

#### **Required experience and skills:**

- Advanced university degree in public health, international relations, public policy, or similar, with a minimum of 2-3 years of relevant work experience in the non-profit area.
- Demonstrated interest and understanding of global health and development; knowledge of NCDs would be ideal, particularly on aspects related to health policy and/or public health background is preferred.
- International work experience is highly desired, as well as professional knowledge and/or experience of advocacy, policy and/or programmes.
- Excellent organisational and strategic planning skills and ability to successfully manage competing priorities and meet deadlines.



- Capacity to work independently and collaboratively in an international team environment with solid interpersonal and verbal communication skills.
- Excellent judgment, strategic thinker, initiative taker.
- Excellent analysis, writing and oral communications skills in English – foreign language skills are a plus (Spanish and/or French).
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
- Availability for international travel (10%; as needed)

**How to apply:**

Please send your CV and cover letter to [hr@ncdalliance.org](mailto:hr@ncdalliance.org). Please reference the name of the position in the subject line of your email. NCD Alliance welcomes applicants of all backgrounds to contribute to its diversity and welcomes applications from individuals with lived experience of NCDs.

*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.*