Advocacy and Policy Internship

To strengthen our Advocacy Department, the World Heart Federation (WHF) is looking for an outstanding Advocacy and Policy Intern, to join our team and to help achieve our vision of a world where heart health for everyone is a fundamental human right.

Main responsibilities

- Track WHO and UN meetings and consultations – support advocacy team participation and interventions
- Draft summaries of key WHO communications including reports and publications
- Contribute to the preparation and drafting of WHF policy briefings and analysis, position papers, research papers, response to public consultation, and advocacy publications [in particular the Global Resolution on Rheumatic Fever and Rheumatic Heart Disease (Resolution EB141.R1), the WHO Draft global strategy on digital health 2020–2024 and the Framework convention on Tobacco Control (FCTC)]
- Contribute to our communications efforts and activities, including digital owned channels and social media
- Coordinate Member and staff logistics for WHO Regional Meetings, WHO Executive Board, World Health Assembly and other UN meetings
- Liaise with members of the Tobacco Expert group
- Support external relations with key advocacy partners within the NCD Alliance and the Global Coalition for Circulatory Health
- Provide administrative support to Advocacy team and Committee, including arranging high level events, meetings, travel, taking minutes, and database support

Skills and Competencies

We are looking for a motivated, diplomatic and mission-driven person who is committed to the WHF mission. Candidates will be expected to demonstrate:

- Knowledge of UN institutions and processes
- Ability to synthesise and analyse policy
- Fluency in spoken and written English essential, particular attention will be paid to candidate’s written experience in English. Another language is desirable.
- Excellent team working skills
- Demonstrated entrepreneurial spirit, willingness to innovate,
- Flexibility
- Ability to work effectively in a multicultural setting with colleagues working remotely
- IT literacy
- Ability to prioritise and organise own work in cooperation with the Director for Advocacy and WHF team
- Relevant work experience (including internships), preferably in global, regional and/or policy-making processes, political environment and advocacy.
- Strong commitment to and knowledge of global health and non-communicable diseases (NCDs) is a bonus
• Strong communication and presentation skills, interest in integrated communications and advocacy strategies.

Experience

Minimum requirement of Master’s degree/or relevant NGO experience. Preference will be given to applicants with an academic background in policy, politics or economics. Understanding of public health and 1 year’s work experience in an international organization highly desirable.

Reporting: The Advocacy and Policy Intern will be a member of the Advocacy Department and will report to the Director for Advocacy.

Contract: The Advocacy and Policy Internship is for a 6 month period, based in Geneva with a possibility of employment subject to results and funding.

Application Details: We regret that due to visa restrictions, only applicants from Switzerland and the EU, or with a valid Swiss work permit will be considered.

Please send a cover letter (max. 1 page) and CV (max. 2 pages) to florence.berteletti@worldheart.org.

Deadline for application: 1st March 2020. Only shortlisted candidates will be contacted. Application submission for this position may close early if we have enough suitable applicants

The successful candidate will be asked to start as early as possible and no later than 1st May 2020.