Title: Policy and Research Manager
Contract Type: Employee
Contract Duration: 3 years with potential for renewal
Reporting to: Director of Policy and Advocacy
Start Date: April 2020
Location: Geneva
Application Deadline: 29 February 2020

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 over 60 national and regional alliances; strategic relations with the World Health Organization, UN, and governments; and staff in Geneva, London and New York. 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, NCDA 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 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 High Level Meeting on Universal Health Coverage in 2019.

NCDA has entered into a partnership with Helmsley Charitable Trust. The partnership, which will be implemented over three years (2020-2022), will engage in global advocacy on universal health and NCD care, and support national advocacy and action for health systems strengthening and universal health coverage for chronic NCDs, and the meaningful involvement of People Living with NCDs in the response.

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

Job description

The NCD Alliance seeks a Policy and Research Manager with suitable experience and background for a full-time role to support our work on global NCD policy, with a particular focus on WHO/United Nations-related activities in Geneva. Candidates must be eligible for a work permit in Switzerland.

This is an excellent opportunity for candidates interested in working for a respected civil society organisation, engaging with multilateral institutions and governments, leading strategic research work and coalition building, on priority global health and development issues related to non-communicable diseases. The successful applicant will join our Policy, Advocacy and Accountability team of five professionals located in Geneva, New York and London.
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Policy and Research Manager

Work with the NCD Alliance team and network to support efforts to:

- Increase political awareness for all NCDs globally, elevate the importance of NCDs and related-issues within global health and development policy and political forums and processes, resulting in commitments by governments, multilateral agencies and donors to increase resources for NCDs and UHC;

- Support global advocacy to position access to people-centred treatment and care for NCDs as a priority in the global and national health and sustainable development agendas, including Universal Health Coverage (UHC);

- Develop and present the evidence base on the burden of NCDs (including multimorbidity) and progress towards NCD and UHC targets, particularly in LMICs, in coordination with national advocates;

- Enhance the impact and effectiveness of NCDA advocacy activities at the UN, WHO, and in other global forums;

- Delivery of policy-related projects (briefings, reports, events, etc.) as part of our range of partnership activities.

On-going activities:

- Strengthen and build on existing partnerships and strategic relationships with key UN agencies, member states, government missions in Geneva, civil society, academia and other partners;

- Track and analyze global policy processes, trends and identify opportunities for NCDA participation, including preparation of inputs to relevant consultations, strategic recommendations.

- Lead policy analysis and research work in priority NCD areas connected to global health and development to strengthen the evidence base and maximize the organization’s impact to deliver on policy and advocacy objectives;

- Further develop NCDA’s role in alliances that encourage governments and international bodies to set evidence-based policies, paying particular attention to coverage of NCDs in UHC and PHC;

- Liaise with colleagues and the NCDA network to showcase national advocacy successes, including speakers from national grantees and PLWNCDs, and promoting patient advocacy at the global level.

Core Responsibilities:

- **Contribute to NCDA’s global advocacy campaign starting in 2020 to mark the first five years of the UN Sustainable Development Goals and the 10-year countdown to 2030:** promote political commitments on NCDs as a priority within UHC, including pushing for broader understanding of NCDs and of multi-morbidity and its implications for health systems worldwide.

- **Engagement with relevant UN agencies and institutions, as well as Geneva Missions, representing NCDA Alliance in meetings, public events, WHO governance meetings, consultations, etc.** Coordinate input and represent NCDA at relevant consultations, meetings, documents, speeches, presentations, etc. drawing on expertise from across the NCDA network.

- **Coordination with NCDA’s capacity development team, connecting global advocacy to national activities, NCDA’s Advocacy Institute and Our Views, Our Voices programme, as part of the partnership with Helmsley Charitable Trust.**

- **Developing stakeholder relationships, including NCDA members.** Identify further opportunities for collaboration and synergies of work with the global NCD community, particularly organisations working on multimorbidity and inclusion of neglected NCDs in policy responses.
Vacancy Announcement:
Policy and Research Manager

• **Develop campaign / advocacy resources, including timely research reports on NCDs and UHC:** production of annual policy research reports that advance the evidence base on the NCD burden and tracks progress against the global NCD and UHC targets, outreach to WHO/UN and governments. e.g. Reports aimed at policy-makers to provide UHC progress updates at country-level reflecting integration of NCDs into UHC benefit packages and financial risk protection.

• **Organise a series of high-profile side events and roundtables:** convene a series of side events and/or roundtable events during global political platforms, to engage policymakers, key institutions and opinion leaders, and civil society. Mobilise the NCD and broader sustainable development movements, convening thought-leadership discussions and side events to foster political commitments and awareness around access to NCD care, particularly in LMICs.

**Experience and skills:**
• Advanced university degree with a minimum of 8 years of relevant job-related experience, including developing, implementing and managing advocacy campaigns and/or projects for non-profit organisations;
• Professional expertise in the area of health systems and relevant policies. In-depth knowledge of NCD prevention and control; affinity with access to medicines issues an asset.
• Professional experience of international advocacy; experience working with high-level policy-makers and international institutions; demonstrate interest in global public health. Knowledge of global health and development processes such as the World Health Assembly and Sustainable Development Goals;
• Experience of overseeing policy research projects and contracts, including external service providers.
• Excellent organisational skills and ability to successfully manage competing priorities and 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, including presentation skills – additional languages desirable;
• Quantitative analysis, statistical skills desirable;
• Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook);
• Availability for regular travel abroad required.

**How to Apply:**

Please send your CV, including two contacts for references and two samples of your written work / presentations to info@ncdalliance.org

**Closing Date for Applications: 29th February 2020.** We regret that we are only able to contact shortlisted candidates.