

# VACANCY NOTICE

## Policy and Advocacy Officer



### JOB DESCRIPTION

#### Background

The Ghana Non-Communicable Diseases (Ghana NCD Alliance - GhNCDA) was formed in 2017. The GhNCDA is a network of Non-Governmental Organizations working in diverse areas of health and development. The formation of the GhNCDA was necessitated due to the rising health burden associated with NCDs in Ghana and the world at large.

Programmatic areas are: Advocacy and training, health promotion, meaningful involvement of people living with NCDs, health system strengthening, policy and legislation support, coordination and cross-sectorial engagement, community mobilization and monitoring.

The GhNCDA is hiring a Policy and Advocacy Officer to join our small and dynamic team. This is an exciting opportunity to support the GhNCDA national and international NCD efforts as part of its project with the NCD Alliance.

#### Job Description Job Title

GhNCDA Policy and Advocacy Officer

Location: Oyarifa/Adenta – Accra Ghana

#### Job Purpose

To enhance and support the GhNCDA activities, including strengthening their advocacy efforts towards accelerating NCDs for UHC and NCDs prevention

#### Main Duties and Responsibilities

- Elevate the importance of NCDs and related-issues within national and global health engagements
- Plan and support GhNCDA events, such as workshops, campaign launches, and press conferences, including coordination and execution of public relations initiatives;
- Provide content and assistance on PR and social media campaigns that support GhNCDA communication, policy and advocacy goals.
- Draft materials including reports, op-eds press releases, statements, letters to the editor, questions and answers, fact sheets, and other materials as needed to provide information to the press,
- Assist with drafting of reports, presentations, correspondence, meeting agendas and minutes, as required;
- Assist with global work to expose the tactics of unhealthy commodities, such as tobacco, alcohol and sugar sweetened beverages;
- Strengthen and build on existing partnerships and strategic relationships with key country UN agencies, government ministry department and agencies, civil society, relevant private sector, and research and academic institution and, other partners;
- Gain recognition for GhNCDA by actively participating in and contributing to National and international events that encourage governments and international bodies
- Represent the GhNCDA at relevant national and international meetings
- Organize regular webinars when necessary to drive home the GhNCDA advocacy agenda
- Provide regular progress reports as requested by our partners
- Handle administrative responsibilities as needed

#### Qualifications

- A degree in public health and or management or related degree
- Two years of relevant work experience - in policy, advocacy, or programmes
- Strong commitment to and knowledge of global health and non-communicable diseases

- Excellent analysis, writing and communications skills in English
- Excellent team working skills
- Demonstrated entrepreneurial spirit, willingness to innovate, and flexibility
- Ability to think, plan and act strategically
- Ability to work collaboratively with colleagues remotely
- Writing, editing and proofreading skills, including the ability to synthesize complex material clearly, accurately and compellingly.
- Fluent in English (written and spoken)
- Willingness to work outside regular hours to achieve project/organization objectives.
- Ability to work sensitively in a multicultural setting and with people and organizations representing those living with NCDs.
- Proficient in MS Office and internet literacy Requirements:

### **Compensation**

Salary is commensurate with education, experience and salary history. The officer position is subject to renewal.

### **How to Apply**

Interested and qualified candidates should send a CV and cover letter to describe interest and relevance to the position to [ghanancdalliance@gmail.com](mailto:ghanancdalliance@gmail.com) addressed to the National Coordinator, GhNCDA. Only shortlisted candidates will be contacted. Deadline for applications is 05<sup>th</sup> September, 2021