



Advocacy and Networks Interns

Job Description

Job Title: Advocacy and Networks Intern

Reports to: Advocacy manager

Start date: January/February 2018

End date: March/April 2018

About the Union for International Cancer Control (UICC)

UICC is dedicated to taking the lead in convening, capacity building and advocacy initiatives that unite the cancer community to reduce the global cancer burden, promote greater equity, and integrate cancer control into the world health and development agenda.

Founded in 1933 and based in Geneva, Switzerland, UICC is the largest and oldest international cancer organisation. With over 1,000 members and 56 partners across 162 countries, UICC features the world's major cancer societies, ministries of health, research and treatment institutes, patient groups, and industry leaders.

About the role

The Advocacy Team is working for delivering the National Cancer Control Plans (NCCP) reviews. To help the team with this vast project, we are looking for two Advocacy & Networks Interns to join the UICC team in Geneva, Switzerland.

The Advocacy Team publishes all national cancer control plans and non-communicable disease plans available in the public domain on www.iccp-portal.org. The next step is to conduct a systematic review of the content from the perspective of readiness to address the national burden in each country. The team is therefore looking for two interns to contribute to this work.

The internship will last 3 months. The first month will be a training period and will be full time. Then the second and the third months will be part time, 4 hours per day.

Job responsibilities

Responsibilities will include, but are not necessarily limited to:

Reviewing the National Cancer Control Plans (NCCP):

- Managing the review of NCCP using the WHO checklist on-line tool
- Retrieve relevant information from on-line questionnaires and plans
- Participate to the analysis of the reviews and questionnaires
- Report the results from the survey in a concise and comprehensive manner

- Collaborate with the Advocacy and Networks team by providing general support with NCCP review process
- Report major information to the Advocacy and Networks managers

Candidate's Profile

Requirements

- Currently studying or have experience in an area relevant to the job description e.g, public health, international relations, etc.
- Interest in global public health issues and working in an international non-governmental organisation environment
- Demonstrated fluency in English - written and spoken; with French, Spanish and/or any other languages being a plus
- Excellent oral and writing skills including the ability to synthesise information
- Experience with excel and word is an advantage
- Able to deliver quality results under time constraints in a fast-paced environment
- Able to take initiative and work autonomously
- Highly organised with a strong attention to detail
- A valid permit to work in Switzerland required

What we offer

- A training to support the work
- Provide motivated candidates with comprehensive insights into cancer control planning and implementation
- A paid internship opportunity
- An international and multidisciplinary working environment
- Interesting work with a variety of tasks, and with an experienced team
- Opportunity to gain experience with a global health project
- 'Learning by doing' philosophy

UICC is an equal opportunity employer.

Applications

Applicants should hold or be eligible for a Swiss work permit

Send a motivation letter explaining how you think your skills and experience make you a strong candidate for this internship and a CV to careers@uicc.org

Deadline for applications: 1st December 2017

Only short listed candidates will be contacted