



Capacity Building Coordinator Job Description

Job Title: Capacity Building Coordinator

Reports To: Senior Manager, Capacity Building

Contract type: Fixed-term contract: 18 months

Starting date: ASAP

Union for International Cancer Control

The Union for International Cancer Control (UICC) is the largest global membership organisation dedicated to the fight against cancer. Founded in Geneva in 1933, UICC has over 1170 member organisations in 172 countries. UICC's mission is to both unite and support the cancer community in its efforts to reduce the global cancer burden, promote greater equity and ensure that cancer control remains a priority on the global health and development agenda. UICC has consultative status with the United Nations Economic and Social Council (ECOSOC) and has official relations with the World Health Organization (WHO) and partnerships with the International Agency for Research on Cancer (IARC), the International Atomic Energy Agency (IAEA) and the United Nations Office on Drugs and Crime (UNODC). UICC is committed to working in partnership, and engages over 58 partners, including associations, companies and foundations, to amplify and extend its collective impact. UICC is a founding member of the NCD Alliance, the McCabe Centre for Law & Cancer, the International Cancer Control Partnership (ICCP) and established the City Cancer Challenge Foundation in January 2019.

Capacity Building

Capacity Building is one of the three core pillars of UICC's work, alongside Advocacy and Convening. Through the development of specific capacity building initiatives and programmes, UICC aims to foster an influential cancer community with the skills, knowledge, networks and resources to deliver effective cancer prevention and control. The Capacity Building programmes and opportunities offer a wide variety of support to UICC members and the cancer community, leveraging online learning, grants, fellowships, mentoring and convening opportunities across many topics, such as patient engagement, leadership development, cancer control advocacy.

Summary of the position

The Capacity Building Coordinator, Women's Cancers will be responsible for providing administrative and coordination support to UICC's activities within the thematic area of women's cancers, assisting and working under the supervision of the Senior Manager, Women's Cancers.

Main responsibilities:

Duties and responsibilities of the Coordinator include, but are not necessarily limited to:

- Work with, and support the Senior Manager, Women's Cancers in the coordination of UICC's activities on the priority topics of breast and cervical cancer.
- Support the development and delivery of relevant activities within these priority thematic areas, such as online courses on relevant topics, engagement of target audiences in relevant project activities, organisation of convening events and workshops, communications materials.
- Prepare necessary financial reports, monitor budget expenditure against planned spend, review and develop detailed budget forecasts based on planned activity and understanding of project progress.
- Support the development of project reports and presentation of relevant data for internal and external audiences, including the collection, preparation and reporting of data for monitoring and evaluation purposes.
- Liaise across the Capacity Building team, and with other UICC teams in support of the above responsibilities.

Position requirements

- A university degree with a minimum of 3 years' experience in an area relevant to the job description e.g. grant management, budget management or project coordination, preferably in the context of an international non-governmental organisation.
- Experience and proficiency in administrative procedures and coordination of projects, with excellent attention to detail.
- Strong organisational and time management skills to organise own work, to establish priorities and meet deadlines.
- Excellent interpersonal and communication skills, with clear evidence of a team-focused mindset.
- Highly computer literate, proficiency in Microsoft Word, PowerPoint and Excel a must, with experience in using other online databases, or project management systems an asset.
- Fluency in English with additional languages considered an advantage.
- Desirable: Experience and/or knowledge in global health, cancer control, women's cancers, and monitoring and evaluation.
- The candidate should have a Swiss work permit or be eligible to work in Switzerland

Application:

Deadline for applications: **20th of August 2021:**

Please address full application (CV, cover letter, diplomas, work certificates) to: careers@uicc.org

Only short-listed candidates will be contacted