



Learning and Development Coordinator

Job title: Learning and Development Coordinator

Reports to: Senior Manager, Leadership Development

Location: Geneva, Switzerland

Availability: As soon as possible

About UICC

The Union for International Cancer Control (UICC) is a non-government organisation based in Geneva which serves an international and diverse population of cancer organisations to unite the cancer community to reduce the global cancer burden, to promote greater equity and to integrate cancer control into the world health and development agenda. We have achieved this by building a membership base of over thousand organisations and engaging in partnerships with more than 60 organisations across the UN, academic, health and private sector.

UICC convenes members and partners to encourage collaboration and new thinking through keystone events (World Cancer Congress, World Cancer Leaders' Summit and World Cancer Day). Through our capacity building activities, UICC supports its members do a better job tomorrow than they do today and increase their impact by scaling up their relevance, reach and sustainability in their own settings. With our members and partners, we drive forward the key advocacy priorities building upon key international agreements (the Sustainable Development Goals, the Global Action Plan on NCDs and the 2017 Cancer Resolution at the World Health Assembly) to ensure that these global goals and targets are translated into national action.

UICC has a team of 45 people based predominantly in Geneva, Switzerland led by a CEO, reporting to a Board of Directors. It has an annual income of approximately \$10m and has plans to grow significantly in the coming years. The UICC works in new offices in Geneva situated close to the United Nations and the World Health Organisation, with whom it has formal relations.

Capacity Building

Capacity Building is one of the three key pillars of UICC's work, alongside Advocacy and Convening. Through the development of specific capacity building initiatives and programmes, UICC seeks to create an influential cancer community with the skills, knowledge, and networks to achieve effective cancer prevention and control. Within the Capacity Building portfolio, there are four key workstreams; leadership development; learning; grants and fellowships; building capacity for advocacy, with a cross-cutting emphasis on regional engagement.

Summary of position

The Learning and Development Coordinator will have responsibility for the coordination and administration of a range of learning and development activities, both online and face-to-face, within the leadership development, and learning workstreams of the Capacity Building team, under the supervision of the Senior Manager, Leadership Development.

The Coordinator will also support the external promotion of Capacity Building programmes and opportunities through the development of relevant communication content and materials.

Main responsibilities

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

Programme coordination and support

- Coordinate the delivery of UICC's Young Leaders Programme, including: processing applications via a grant management system, coordinating the review process, maintaining ongoing contact with all Young Leaders, assisting with the programme's activities, and supporting the development of related learning resources.
- Support the Senior Manager, Leadership Development, with the development and delivery of learning opportunities, both online and face-to-face, tailored for CEOs and senior executives of cancer organisations as part of UICC's CEO Programme.
- Coordinate the delivery of UICC's Master Courses programme, including: maintaining UICC's learning management software hosting the courses' online component, liaising with the learning software's suppliers, supporting course leaders in framing optimal online learning activities, liaising with course participants and Congress organising teams, and organising the courses' face-to-face workshops at the World Cancer Congress.

General logistics and administrative support

- Assist the Senior Manager, Leadership Development, with overall preparation and logistics of events and meetings related to the programmes, including travel grants.
- Support follow-up activities, including feedback surveys, reports, payments and update of contacts.

Communication

- Collate content for and support the development of regular Capacity Building newsletters, in coordination with the Communications team.
- Support the development of presentations, concept notes, case studies, and other communication materials, and keep relevant Capacity Building's web content updated.

Other

- Assist the Senior Manager, Leadership Development, with the expansion of UICC's leadership development offer, particularly through online resources.
- Contribute to and support wider Capacity Building team activities as needed.
- Work collaboratively across UICC teams as requested, including activities related to World Cancer Day, World Cancer Leaders' Summit and World Cancer Congress.

Skills and competencies

- A university degree with first-hand experience in an area relevant to the job description e.g. administration and coordination of projects preferably in an international non-governmental organisation's context.
- Experience in learning and development, training and education, or online learning an asset.
- High level organisational and time management skills to organise own work, to establish priorities and meet deadlines.
- Strong attention to detail and accuracy.
- Excellent interpersonal and communication skills.
- Highly computer literate, with proficiency in Microsoft Word, PowerPoint and Excel and experience in editing websites or maintaining online learning management systems.
- Fluency in English with additional languages considered an advantage.
- Desirable: experience working in global health
- The candidate should have a Swiss work permit or be eligible to work in Switzerland.

Applications

Send your CV and motivation letter explaining how you think your skills and experience make you a strong candidate for this position to careers@uicc.org. Deadline for applications: **22 February 2019**

Only short listed candidates will be contacted