



Senior Advocacy and Policy Officer, Canadian Coalition for Neglected Tropical Diseases (CCNTD)

Background Information:

Neglected Tropical Diseases (NTDs) are a group of 17 bacterial and parasitic diseases that are estimated to affect more than 1 billion people worldwide.¹ NTDs can cause debilitation, disability, malnutrition, disfigurement, social discrimination, and even death. These diseases—also known as diseases of poverty—are endemic to nations, regions and communities where access to health services is minimal, malnutrition is high, and inadequate housing and access to clean water and sanitation exist. NTDs are barriers to both reaching the Millennium Development Goals (MDGs) and to sustainable poverty reduction, and they are a significant global health concern.

Job Purpose:

The Leprosy Mission Canada, in partnership with a steering committee of NGO's, private sector, academia, and public sector representatives, seeks to convene a Canadian Coalition against Neglected Tropical Diseases to garner support amongst Canadian stakeholders, in order for Canada to increase its contribution towards the eradication of NTDs. The CCNTD Senior Advocacy and Policy Officer will work with the International Programs Team at the Leprosy Mission Canada and in collaboration with colleagues at the Global Network for Neglected Tropical Diseases (Global Network) in Washington DC, in order to build support around NTDs across Canada that would lead to the establishment and launch of the Coalition in 2014. This position reports to the Team Leader, International programs at The Leprosy Mission Canada.

Responsibilities Include:

A. Liaison/ Networking

- Coordinate advocacy outreach and serve as the primary liaison in Canada with partner organisations, the Canadian Government, and other constituents, including the media
- Design and execute legislative strategies to educate Parliamentarians on the need to increase funding and improve policies to fight NTDs
- Create and maintain a stratified database of all stakeholders with respect to NTDs in Canada
- Build and maintain relationship with key stakeholders
- Build partnerships in view of creating the Canadian Coalition with the private sector, academia, and civil society in Canada
- Facilitate the formation of a steering committee for the development and launch of the coalition
- Serve as primary contact for all CCNTD related activities
- Initiate, establish and maintain collaborative relationships with CCNTD partners/stakeholders
- Maintains contacts and prepares briefs, policy notes, dossiers and invitation letters for distribution to key stakeholders in government, civil society, the pharmaceutical industry, and the public and private sectors
- Identifies strategic members and works closely with CCNTD Steering Committee

B. Communication

- Develops and manages the CCNTD communication strategy in consultation with the International Programs Team

¹ WHO. *Neglected Tropical Diseases Factsheet*. Geneva; World Health Organization, 2009.

- Coordinates production of key policy materials, including white papers, briefs, memos, reports and opinion pieces
- Develops and manages CCNTD website and website content (with support from IT consultants), social media including Facebook and Twitter, and any other appropriate social media platforms
- Distributes key publications and information related to NTDs to partners and stakeholders
- Provides content for the web and other relevant communication platforms as needed

C. Project Development and Management

- Manages the tracking and analysis of current NTD data and policy progress and provides political analysis
- Write the full funding proposal for CCNTD launching event and other associated initiatives
- Monitors Calls for Proposals and seeks out potential funding sources for the Network
- Writes one pagers and “Case for support” documents for target funders and partners.
- Advocates about Neglected Tropical Diseases and the CCNTD at appropriate events and through appropriate mediums (i.e. press releases)
- Travels to attend key meetings/conferences/events to advocate for NTDs and the importance of the CCNTD to partners and collaborators
- Maintains a database of all CCNTD partners/contact information

D. Financial

- Develops budget for the CCNTD launch and broader coalition budget for the next 5 years
- Acts as liaison to The Leprosy Mission Canada Finance Department on CCNTD general accounting services (i.e.: purchase orders, cheque requisitions).
- Oversees and manages the budget related to the development of the CCNTD

E. Supervisory

- Manage event planners and logistics around the CCNTD launch event
- Manage volunteers involved in CCNTD launch event

F. Other Responsibilities

- Carries out other responsibilities as agreed up with the International Programs Team

G. Qualifications:

- Bachelor’s degree, with related advanced degree such as a Masters in International Development, Global Health or Business Administration a benefit
- Three to five years experience in advocacy, fundraising and/or non-profit management, with specific prior experience in international development, health or other related field preferred.
- Demonstrated ability to work in a dynamic, deadline-driven environment that requires relationship building with partners and policy makers. Ideal candidate would have demonstrated experience building a Network or Coalition for advocacy purposes
- Strong verbal, written, listening, and presentation skills
- Demonstrated ability to coordinate multiple projects with limited supervision
- Strong network of Government, development or private sector contacts
- Knowledge and interest in Global Health issues
- Ability to travel across Canada occasionally to present and / or represent CCNTD at events
- Ability to speak French an asset



H. Additional Information

- Location to be determined
- Valid G license and vehicle
- Remuneration commensurate with experience
- Some travel will be required within North America (up to 12 weeks per year)
- Initial 12 month contract position, renewable based on securing additional funding
- Position start date - as soon as possible

Applicants should submit cover letter and resume to programs@leprosy.ca