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Langue Français

Toutes les opportunités de carrière à l'Alliance pour les MNT figureront sur cette page.

Avec une petite équipe dynamique, passionnée et compétente, l'Alliance sur les MNT milite activement, influence les politiques, diffuse des connaissances et des bonnes pratiques, et soutient le développement de capacités de la société civile autour de questions prioritaires de santé mondiale et de développement.

Administrative Officer – Global NCD Alliance Forum

Contract Type: Consultancy contract – full time.

Contract Duration: 6 months, with potential for renewal.

Reporting to: Senior Event Manager for the Forum.

Start Date: As soon as possible.

Location: London/Europe, working from home primarily.

Application Deadline: 27 June 2024 - applications will be reviewed on a rolling basis.

The NCD Alliance has a friendly team of 26 staff and seeks an Administrative Officer (AO) to support the Global NCD Alliance Forum in Kigali Rwanda in October 2024. The AO will be part of the Forum Team, providing administrative support and preparations for the Forum, including supporting with registration processes, monitoring the Forum email inbox, travel grants to delegates, logistics, and working across the whole NCDA team to coordinate Forum preparations and planning. The AO will report to the Senior Event Manager for the Forum. The AO should be able to work using their own initiative noting where there are blockages and where help is required.

Find more details in the [job description](#) [1].

Related Content: [L'équipe de l'Alliance sur les MNT](#) [2]



Teaser Image:

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Liens

[1] [https://old.ncdalliance.org/sites/default/files/Forum%20Admin%20Officer_June%2024.pdf](https://old.ncdalliance.org/sites/default/files/Forum%20Admin%20Officer_June%202024.pdf)

[2] <https://old.ncdalliance.org/fr/qui-nous-sommes/structure-de-l%E2%80%99alliance-sur-les-mnt/l%E2%80%99%C3%A9quipe-de-l%E2%80%99alliance-sur-les-mnt>

Square Image: