Outline terms of reference for the chief executive

*These outline TORs will be fleshed out before advertising for the longer-term appointment.*

The chief executive is responsible for managing and progressing the Defeat-NCD Partnership, inter alia, through:

- Managing, on a day-to-day basis, the human and financial resources of the Partnership in compliance with the rules and regulations of the hosting agency.
- Making high level representation and advocacy to promote the Partnership.
- Preparing, under Governing Board guidance, the policies, strategies, plans and budgets for GB approval.
- Participating as an ex-officio member of the Governing Board, and serving as its Secretary.
- Helping to mobilise financial resources for the Partnership.
- Progressing and reporting periodically on the implementation of approved plans.
- Managing the relationships of the Partnership with the hosting agency including the receipt of effective and efficient agreed services.
- Representing and advocating for the interests of the Partnership in relevant fora.
- Monitoring and reviewing the delivery of planned objectives.

Key outputs/deliverables:

Subject to the full and timely availability of resources, the key deliverables for the to be progressed are as outlined under the four tracks of the Defeat-NCD Partnership Concept Note:

- Establishing the Governing Board and the Consultative Group as dimensions of the Knowledge Forum (Track 1)
- Establishing the key functions of the Secretariat (Track 1)
- Conducting country level assessments and research including appropriate capacity building modalities for targeted countries. (Track II)
- Designing the operational modalities for the procurement track (Track III)
- Mapping and advancing innovative financing modalities in the development and humanitarian field, and proposing options for NCD innovative financing (Track IV)

Essential Competencies:

- **Specific expertise.** Proven expertise in healthcare and public health, and strong understanding of non-communicable diseases epidemiology, prevention and management, and country programming. Substantial international and national experience in the global health, development, and humanitarian fields. Strong working knowledge of international institutions within and outside the UN, including governments, academia, private sector and civil society. Track record in both mobilising and allocating substantial financial resources.

- **Strategic orientation.** Able to think and develop forward strategies and conceptualise innovative approaches in the context of moving forward in a fast-changing and challenging world.
• **Leadership.** Mature judgement with the ability to inspire confidence and respect internally and with external partners, with a track record of developing and leading multi-agency partnerships.

• **Communications.** Excellent written and verbal communication skills, and ability to articulate ideas in a clear, concise style including both for professional and management reports, and public, media and policy-maker messaging. Fluency in English is essential.

• **Effectiveness oriented.** Able to deliver agreed results and outcomes while ensuring efficient use of resources.

• **Organisational management.** Sound organizational skills including the ability to formulate and prioritize work programmes, design, monitor and evaluate projects, manage significant human and financial resources, oversee administrative aspects and provide financial supervision and accountability.

• **Teamwork.** Able to create an empowering work environment and to mentor and motivates staff. Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

**Essential Qualifications:**

• **Education.** A medical degree along with an advanced University Degree (Masters) in public health.

• **Experience.** A minimum of 25 years of international and national experience in the policy and practice of programmes in the health, development, and humanitarian fields. That would include at least 10 years in leadership roles.

**Reporting structure:** The incumbent reports to the Governing Board, with an administrative line to the hosting agency.

**Level of post:** The incumbent is at the level of D2 in the United Nations system.