



## Policy Officer

The Framework Convention Alliance, a global advocacy coalition of NGOs, is looking for a **Policy Officer** for its secretariat in Ottawa, Canada. Working under FCA's Policy Advisor, the successful candidate will play a key role in conducting research and preparing policy positions for multilateral meetings.

The FCA is the umbrella group for civil society organizations working to promote development and implementation of the WHO Framework Convention on Tobacco Control (FCTC), an international treaty that has been in effect since 2005. The FCA has several hundred organizational members and a small staff distributed across five continents. The FCA's secretariat has recently moved to HealthBridge, a Canadian-based development NGO.

The main governing body for the FCTC meets every two years, with the next session scheduled for November 2016.

The Policy Officer will be expected to draft policy briefs, as well as informal briefing notes and advocacy materials, on topics such as mandatory reporting practices under the FCTC and other treaties, official development assistance for health and tobacco control, and resource mobilization. In addition, the Policy Officer will regularly communicate and collaborate with members of the alliance in order to reach a consensus on civil society input into international negotiations.

This is an exciting and challenging opportunity for a highly motivated individual with experience in policy analysis and passion for social justice.

### *Qualifications*

#### Required

- An undergraduate degree in a relevant field, such as political science, with a minimum of three years' work experience in a policy-focused role, or a graduate degree in a relevant field with relevant professional experience
- Superior analytical and critical thinking skills with demonstrated ability to manage complex issues
- Ability to work independently and within a team while handling challenging individual and organizational goals in accordance with established timelines
- Excellent written English

#### Desired

- Strong working knowledge of French, Spanish and/or other UN official languages
- International work experience
- Experience in NGO campaigning

Applicants must be legally entitled to work in Canada and be available to work in Ottawa.

*Salary range*

\$50,000 to \$60,000 per year, depending on qualifications and experience.

*Application Deadline*

Friday 22 January 2016.

*Application Process*

Applications should include a cover letter and Curriculum Vitae, including details of two referees, preferably including your current or most recent employer. Referees will not be contacted without your prior consent.

Applications should be submitted via email to: [jobs@fctc.org](mailto:jobs@fctc.org) . Please be sure to include within the subject line: "FCA Policy Officer".

*Interviews*

Interviews with potential candidates will take place in Ottawa in January or early February.

*Please note that only candidates selected for interviews will be contacted.*