

# Job description

## Advocacy and Policy Manager

**Reports to:** Public Health, Advocacy and Communications Director

**Location:** Geneva, Switzerland – no remote working

**Position type:** Full time

**Contract type:** Permanent

**Start date:** 12 January 2026

## About FDI World Dental Federation

FDI World Dental Federation is a Swiss-based not-for-profit organization. It serves as the principal representative body for over one million dentists worldwide. Founded in Paris, France in 1900 it is one of the oldest organizations in the field of dentistry. Its membership includes some 200 national member associations and specialist groups in over 130 countries. FDI is the global voice of the dental profession and works with its member organizations to improve the oral health of people worldwide. It is in official relations with the World Health Organization (WHO) and works closely with other United Nations (UN) agencies. [www.fdiworlddental.org](http://www.fdiworlddental.org)

## About the position

The Advocacy and Policy Manager supports the development, implementation, and monitoring of FDI's global advocacy and policy agenda. This role is central to driving international action on oral health by strengthening political commitment, improving oral health literacy, and ensuring the integration of oral health within global, regional, and national health and development frameworks. Working closely with FDI members, partner organizations, and key institutions, including the WHO, UN agencies, and other global health stakeholders, the postholder will develop and deliver strategies to position oral health as a fundamental component of universal health coverage (UHC), noncommunicable disease (NCD) prevention, and the Sustainable Development Goals (SDGs).

The Advocacy and Policy Manager will lead on drafting and managing high-quality advocacy materials, coordinating stakeholder engagement, and organizing high-level advocacy events. The role requires strong analytical ability, political acumen, and excellent written English to produce persuasive and evidence-based content. This position also plays a key role in supporting FDI members' advocacy capacity, monitoring international policy developments, and evaluating the impact of FDI's advocacy activities.

## Main duties and responsibilities

### 1. Advocacy strategy and policy development

- Support the development, implementation, and evaluation of FDI's global advocacy strategy in alignment with organizational priorities.
- Develop approaches that advance the integration of oral health within UHC, NCD prevention, and the SDG agenda.
- Promote evidence-based, inclusive, and equitable policy solutions to address global oral health challenges.
- Develop and apply monitoring and evaluation (M&E) frameworks to assess the impact of advocacy initiatives and measure policy influence.
- Track and report on policy developments, commitments, and outcomes relevant to FDI's advocacy work.

### 2. Stakeholder engagement and representation

- Identify and pursue opportunities to strengthen oral health integration across global health, development, and environment agendas.
- Build and maintain relationships with FDI members, partner organizations, UN agencies (e.g. WHO, UNEP), academic partners, and civil society.

- Represent FDI at external meetings, consultations, briefings, and high-level events to communicate FDI's policy priorities.
  - Coordinate contributions to international consultations, drawing on global experts and members as appropriate.
- 3. Campaigns, events, and resource development**
- Organize high-profile advocacy events, including policy roundtables, side events, and briefings for policymakers and stakeholders.
  - Draft, coordinate, and manage the production of advocacy resources, including policy briefs, toolkits, reports, statements, website content, and other publications.
  - Manage the production and distribution of the Advocacy Newsletter and other advocacy communications.
  - Contribute to the design and implementation of digital advocacy and social media campaigns that amplify FDI's messaging.
- 4. Capacity building and member support**
- Mobilize FDI member associations by providing advocacy tools, resources, training, and guidance to strengthen national-level advocacy.
  - Facilitate information exchange, consultations, and collaborative processes among FDI members and partners.
  - Develop and deliver webinars, workshops, and capacity-building materials to enhance members' advocacy capabilities.
- 5. Research, monitoring, and intelligence**
- Monitor and analyze global health reports, resolutions, and technical documents produced by UN and other relevant bodies.
  - Conduct background research and prepare evidence-based analysis to inform FDI's positions and advocacy materials.
  - Maintain up-to-date knowledge of emerging global trends affecting oral health policy and advocacy.
- 6. Internal coordination and governance support**
- Manage one FDI Standing Committee and provide staff support to other Task Teams, Working Groups and Expert Groups as appropriate.
  - Prepare agendas, background materials, presentations, and reports; coordinate logistics for internal and external meetings, including during the FDI World Dental Congress.
  - Collaborate closely with all FDI departments and teams to ensure cohesive messaging and policy alignment.
  - Assist with budgeting and financial monitoring for advocacy-related activities.
- 7. Reporting, administration, and continuous improvement**
- Provide regular, structured reports on advocacy progress, impact, and achievements.
  - Manage registration and administrative processes for participation in key WHO, UN, and other advocacy meetings.
  - Contribute to ongoing improvements in FDI's advocacy methodologies, tools, and processes.
  - Perform additional duties as required to support the development and implementation of FDI policies and programmes.

## Competencies and skills

- Strong strategic thinking and planning abilities.
- Effective team player with strong collaboration and coordination skills.
- Resilient and adaptable, with excellent diplomacy, negotiation, and consensus-building skills.
- Able to navigate complex or political environments with tact and professionalism.
- Highly proactive, self-directed, and able to manage multiple priorities in a fast-paced setting.
- Highly organized, detail-oriented, and solution-focused.
- Excellent oral and written English communication skills.
- Strong writing, editing, and proofreading capabilities, with the ability to translate complex information into clear, accessible language.

## Qualifications

- Bachelor's degree in public health, international affairs, health policy, political science, or a related field; a Master's degree is an asset.
- Minimum 5 years of experience in global health advocacy, policy development, or public affairs within an international organization, NGO, governmental agency, or similar environment.
- Demonstrated experience engaging with WHO, UN agencies, or other global health governance bodies.
- Experience coordinating high-level events, consultations, and multi-stakeholder processes.
- Proven ability to produce high-quality policy briefs, reports, statements, and advocacy materials.
- Strong understanding of global health systems, including UHC, NCDs, SDGs, and multilateral policy processes.
- Experience working with membership-based or professional associations is an advantage.
- Proficiency with office and collaboration software (e.g., MS Office, SharePoint, Teams).
- Fluency in English; additional languages are an asset.
- Willingness to travel.
- Valid permit to work in Switzerland.

## Application process

Interested and qualified candidates with Swiss nationality or a valid permit to work in Switzerland should send a CV, including links to a portfolio of relevant work, along with a cover letter/letter of motivation in English to: [recruitment@fdiworlddental.org](mailto:recruitment@fdiworlddental.org) by **17 December 2025**. *Please note only applicants selected for interviews will be contacted.*

No recruitment agencies please.