



City Manager Quezon

Job Announcement

Job title: City Manager Quezon

Location: Quezon City, Philippines

About City Cancer Challenge

City Cancer Challenge (C/Can) is a global impact-driven NGO committed to improving cancer care in resource-limited settings by empowering cities to drive sustainable, locally-owned solutions. Through strategic partnerships and a collaborative, data-driven approach, C/Can supports cities in strengthening their healthcare systems, addressing local cancer care needs, and ensuring equitable access to treatment for all patients, everywhere. We believe every city should benefit from proven, sustainable solutions tailored to its unique needs, and that lasting change begins locally. C/Can was launched by the Union for International Cancer Control (UICC) at the 2017 World Economic Forum Annual Meeting in Davos. It was established as a standalone Swiss Foundation in January 2019, and is now active in 16 cities around the world as impact-generating cities on their long-term cancer system transformation.

We work in 17 cities across LMICs, supporting over 5,000 healthcare workers and reaching 67.5 million people with improved care. By driving solutions from the ground up, city by city, we create sustainable, scalable impact that builds resilient healthcare ecosystems and fosters long-term, systemic change.

At C/Can, we believe the quality of cancer care shouldn't depend on where you live. Together, we're changing the future of healthcare –one city at a time.

Summary of Position

The City Manager is the representative, focal point and primary liaison of City Cancer Challenge and all efforts related to activities in the city. S/He will ensure the successful completion of all aspects of the city engagement process, connecting city leaders with global and local partners to deliver quality, equitable, and sustainable cancer care solutions prioritized by the city. Reporting to the Regional Director for



Asia, the City Manager works with different members of the C/Can Global Team on specific deliverables.

The City Manager Manages coordinates all the tasks necessary for city engagement, maintaining excellent relationships with local partners and coordinating global support for local actions. This person will ensure that local leaders are empowered and work with them to advance the overall city programme, i.e. the activities that will be initiated through city engagement. City Managers also work closely with the C/Can Global Team of technical cooperation and capacity development, health finance and innovation, monitoring, evaluation and learning, partnerships and communications to ensure the city process and projects advance successfully, under the overall guidance of their Regional Director for the prioritisation and completion of their work.

The position will be hired initially for a two year period with the potential for longer term engagement and should be living in Quezon City.

Key Responsibilities

Project Management

- Lead and support the city during the City Engagement Process.
- Support the development and execution of the project plans developed by the city.
- Support implementation of complementary projects to the city programme, including research and cross city projects.
- Maintain up-to-date timelines and plans for all city level activities, ensuring completion of actions according to agreed timelines and that all stakeholders, including the C/Can Global team, are well informed of progress.
- Identify and report any specific project risks, including governance, operational, financial or external risks, that may impact the success of City Cancer Challenge or the sustainability partner, when identified.
- Prepare budgets and other documents as necessary for C/Can's financial support to the city engagement process, mobilising city support and in-kind contributions.

Communications & Partnerships

- Support the development and publication of key communication materials on the work of C/Can in the city ensuring strong communication within the



partners – contributing to the projects and the relationship management – and externally to continue to build buy-in with other stakeholders.

- Advise on practical ways to enhance and amplify the work of the city with C/Can at a local and national level in order to enhance the visibility of the process and the results.
- Build partnerships and secure engagement with city leaders, technical advisors and partners, ensuring alignment of C/Can work with local, regional, and national cancer control efforts.
- Actively identify fundraising opportunities by engaging with potential local regional partners. Keep the C/Can global team updated on the potential fundraising opportunities.
- Ensure C/Can is fully aware of national and local political and social contexts, and position C/Can as a neutral but trusted partner in the cancer control spaceParticipate in and present in city meetings, conferences and workshops as needed.
- Actively identify and promote opportunities for cooperation and learning between C/Can cities globally.

Monitoring, Evaluation and Reporting

- Ensure the preparation and submission of quality and reliable data on the progress, results, and impact, including quarterly progress reports based on Monitoring, Evaluation and Learning framework.
- Support the development of case studies, best practice and other learning materials as required to foster knowledge-sharing and promote C/Can's work.

Systems and process

- Ensure all expenditures for city level activities follow agreed budgets, ensure value for money and comply with C/Can policies.
- Actively support the development and roll out of C/Can systems and tools for city level activities.
- Advice and actively participate in strengthening the application of the city engagement process.

Selection Criteria

Required education and work experience



- University degree in business, management, health administration, development or social studies, health economics, public health, finance/economics or related field, advanced degree preferred.
- A minimum of 5-7 years of experience working in the management of projects with multiple stakeholders, preferably as part of national and international development projects in global health.
- Broad understanding of the healthcare system and the interactions between stakeholders.
- Demonstrated experience managing partnerships and national or international grant applications.
- Comfortable working with a global team that works in different time zones.

Languages

Business-level proficiency in written and spoken English is required. Knowledge of other languages, such as Spanish or French, is considered an asset.

Required competences

- Project management: a high level of project management, managing complex multi-sectorial planning processes. Ability to manage deadlines and expectations.
- Partnership management: Awareness of stakeholders interests and backgrounds, and ability to adapt to different working styles; inclination to reach out to work with others; facilitation; networking skills.
- Negotiation and communication: Communicates effectively across all levels of understanding and ability to communicate key messages and motivate.
- Generates consensus through their work.
- Geopolitical awareness: In-depth knowledge and understanding of local social and political realities and dynamics, using appropriate strategies to create buy-in.
- Understanding of the healthcare system and how it integrates with policy development at state and national levels.
- Proven skills, knowledge, and experience in navigating complex political systems in the health sector. Personal effectiveness and mindset: Proactively finds innovative and creative solutions, resilient and acts with integrity. Shows passion about C/Can's mission and contributes to the reputation of C/Can in the city.



- Innovation: Ability to adapt the C/Can model to local contexts and develop innovative solutions to overcome challenges.

How to apply

Qualified candidates may submit their application, including a Curriculum Vitae and Cover Letter to: recruitment@citycancerchallenge.org, copying to kitajima@citycancerchallenge.org. Please ensure that all documents are sent as PDF documents with the titles "your name cover letter" and "your name CV". Please put "City Manager - Quezon City" in the email subject line. Applications should be received no later than 27 February 2026. Only short-listed candidates will be contacted.