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The International Charitable Foundation “Alliance for Public Health”

announces an open call for competitive selection of consultant:

**Consultant on data quality support for KPIS and OCF activities**

Open call is announced within the Research (“KPIS”) and Pilot (“OCF+CITI”) Projects which are being implemented by Alliance with the support of Centers for Disease Control and Prevention (USA), under President's Emergency Plan for AIDS Relief (PEPFAR)

The International Charitable Foundation “Alliance for Public Health” is a leading non-governmental professional organization which makes a significant impact on the epidemics on HIV/AIDS, tuberculosis, viral hepatitis and other socially dangerous diseases in Ukraine in cooperation with state partners and civil society organizations through providing financial and technical support to relevant programs, which over 250,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv.

The overall **aims of the projects are:**

* Evaluation of the cascade of HIV care and treatment among PWIDs in Ukraine who receive standard HIV prevention services and two promising strategies designed to improve these outcomes
* support expansion of HIV care and medical treatment among HIV-positive PWID through the new HIV case finding strategies

**DESCRIPTION OF SERVICES**

**PURPOSE**: to provide programmatic and technical support for OCF and KPIS project activities.

**REQUIREMENTS:**

* Minimum 1 year working experience on the relevant position (within an international organization will be an advantage).
* High University Degree. Relevant University degree (Public Health, Social Science.) is a plus.
* Strong Excel skills and experience in working with databases.
* Good command of written and spoken Ukrainian, Russian and English.
* High level of computer literacy and excellent typing skills. Experience with 1C program is a plus.
* Analytical skills and attention to details. Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.
* Strong commitment to confronting HIV/AIDS and to supporting non-governmental organizations (NGOs) activities in Ukraine.

**DUTIES:**

1. Organize circulation of documents in project, maintain and monitor filing system.
2. Monitor timely submission of reports by the grantees and consultants and control their compliance with the Alliance reporting standards throughout reporting period.
3. Prepare and process documents for the project team consultants, arrange and monitor relevant payments.
4. Assistance with applying quality assurance measures according to the project quality assurance Plan and standard operation procedures
5. Organize and support efficient communication between NGOs and Project staff
6. Assistance with data management of the online survey database and assuring its compliance with primary project documentation
7. Take part in trainings, workshops and working meetings preparation, assist during trainings delivery.
8. Provide information support to the Program Officer in the overall project planning
9. Work together with Program Officer to devise and implement project monitoring system
10. Support Program Officer with the periodic analysis data entry by NGOs into the online database
11. Support Finance Officer with documents analysis and finance data reconciliation.
12. Assist Finance Officer to monitor the target use of grantees’ funds
13. Organize and/or take part in project-related events (meetings, discussions, visits, etc.).
14. Contribute to regular reporting and presentation material, collect and analyze information needed for the operation of the project team.
15. Maintain and monitor sub-grantees and other relevant databases.
16. Provide support in the organization of project related events
17. Undertake other reasonable and related tasks identified by the Project Manager required for the successful activity of the project as necessary for the fulfillment of strategic objectives.

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| **REPORTS TO:**   | Project Manager  |

**How to take part in the competition**: please send your CV and Letter of interest, all in English to Olga Denisiuk at denisiuk@aph.org.ua

**Application Deadline: 20 December 2016 18:00**

Alliance for Public Health adheres to a policy of equal opportunities and welcomes the participation in the competition of qualified individuals from all walks of life.

Please note the following:

1. Documents for the open call received after the above deadline will not be considered.
2. Selected candidates will be notified of the results within 30 working days after the deadline for submission of documents for participation in the open call.
3. The results will be sent via email to the specified in the resume email address.