



The International Charitable Foundation "Alliance for Public Health" announces external recruitment to fill the following position:

Project Officer: Data Quality and Monitoring

The International Charitable Foundation "Alliance for Public Health" is a leading non-governmental professional organization which makes a significant impact on the epidemics of 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 cover 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

PURPOSE: To support whole the process of programmatic data collection, SyrEx and OCFA data entering and reporting for OCF/CITI projects. To develop, update and provide technical support of programmatic databases. To design the programmatic planning and reporting system including all procedures of the reporting cycle: grantees reporting formats and guidelines, Alliance data processing and reporting to donor-organizations. To provide technical assistance on planning and reporting to grantees and intermediary organizations. To analyze collected data.

Contract type: civil agreement

POSITION REQUIREMENTS:

- Min. 1 year of working experience on a relevant position. Working experience with local NGOs, governmental institutions, international organizations is desirable.
- Comprehensive monitoring and evaluation experience.
- Strong analytical and report writing skills are required.
- Database management skills and experience is highly desirable.
- Basic knowledge of research methodologies and techniques as well as understanding of epidemiologic context of HIV/AIDS epidemic is a plus.
- High level of computer literacy (MS Office, Databases, and Statistical Packages) is required. Practical knowledge of 1C is desirable.
- Written and oral communication skills in Russian, Ukrainian and English are required.
- Relevant University degree (Mathematics, Economics, and Public Health etc.) is required.
- Ability to think clearly and precisely articulate is essential.
- Strong commitment to confronting HIV/AIDS and motivation to work.

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.aph.org.ua/>

How to apply: Please send your CV and a covering letter in English and Ukrainian/Russian to vacancy@aph.org.ua. Subject line should contain "ref: Project Officer: Data Quality and Monitoring".

Deadline for applications: 6 pm, April 20th, 2017.

Only successful candidates will be contacted for an interview.

The International Charitable Foundation "Alliance for Public Health" is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV/AIDS are particularly encouraged to apply.

DESCRIPTION OF SERVICES

Title: Project Officer: Data Quality and Monitoring

Department: Program

Contract Type: Civil contract

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RESPONSIBILITIES:

1. Ensure effective functioning of programmatic reporting database OCFA, evaluate and analyze data; generate subsequent reports.
2. Assist NGOs in the development and adaptation of project filing / documentation systems used in the sphere of harm reduction and care and support in order to ensure their compliance to donor requirements.
3. Prepare terms of reference for databases developer and database technical support consultant; supervise the timely fulfillment of their functions and successful accomplishment of the set tasks.
4. Provide NGOs with the necessary technical assistance.
5. Provide guidelines to grantees on reporting procedures.
6. Conduct regular trainings for grantees on updates to registration and reporting systems, as well as corresponding databases.
7. Participate in the development and adaptation of standard reporting, monitoring, and other forms, as necessary for ensuring effective monitoring and evaluation of programmatic activities at all levels.
8. Analyze programmatic data collected from Alliance SRs, produce regular (quarterly or semi-annual) analytical tables and presentations based on SR data,
9. Generate programmatic progress updates to donors as well as other ad-hoc reports.
10. Regular review of backup documentation provided by Alliance sub-grantees in support of their quarterly programmatic reports.
11. Undertake other responsibilities not outlined above which are commensurate with a role of Program Officer: Data quality and Monitoring, and which have been discussed and agreed between the line manager and the post-holder.

REPORTS TO:

Project Manager