



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

Project Officer

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 coordinate the programmatic activities within the project “Demonstration project on assessment of simplified antiviral treatment strategy for Hepatitis C in Ukraine” through analysis of programmatic planning and reporting system, monitoring of regional projects’ activities testing and social services in HCV/HIV sphere among vulnerable groups.

Contract type: civil agreement

POSITION REQUIREMENTS:

- Knowledge and experience in: health program, public health research, monitoring systems development.
- Higher education: medicine, public health, health management, etc.
- Experience in HCV screening, diagnosis and treatment programs will be an advantage.
- Knowledge of Ukrainian health care system and civil society organizations, legal framework.
- Understanding of Ukrainian health care monitoring and reporting system.
- Comfort with managing multiple assignments;
- Proven knowledge in program management
- 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) is required.
- Strong communication and presentation skills. High level of interpersonal skills and integrity; solid team player.
- Strong analytical and report writing skills are required.
- Written and oral communication skills in Russian, Ukrainian and English are required.
- Ability to think clearly and precisely articulate is essential.

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: EQUIP”.

Deadline for applications: 6 pm, October 10th, 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
Department: Treatment, Procurement and Supply Management
Team: Treatment
Contract type: civil contract

PURPOSE: to coordinate the programmatic activities within the project “Demonstration project on assessment of simplified antiviral treatment strategy for Hepatitis C in Ukraine” (further - Project) through analysis of programmatic planning and reporting system, monitoring of regional projects' activities testing and social services in HCV/HIV sphere among vulnerable groups.

REQUIREMENTS:

- Knowledge and experience in: health program, public health research, monitoring systems development.
- Higher education: medicine, public health, health management, etc.
- Experience in HCV screening, diagnosis and treatment programs will be an advantage.
- Knowledge of Ukrainian health care system and civil society organizations, legal framework.
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- Strong communication and presentation skills. High level of interpersonal skills and integrity; solid team player.
- Strong analytical and report writing skills are required.
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DUTIES:

1. Coordinate implementation HCV/HIV diagnostics and treatment among vulnerable groups, evaluate performance, review and analyse results, develop recommendations on improvement of HCV diagnostics and treatment within the project.
2. Participation in the preparation of specifications for the purchase of medical products.
3. Coordinate sub-contracting process.
4. Collection and consolidation of data of HCV/HIV/HBV diagnostics and treatment among vulnerable groups within the project.
5. Monitoring and evaluation of the quality of HCV/HIV/HBV diagnostics and treatment data collection on a monthly basis.
6. Monitoring of the achievement indicators of HCV/HIV diagnostics and treatment components on a monthly basis.
7. Provide propositions of implementation of HCV/HIV diagnostics and treatment components for update of project work plan on a monthly basis.
8. Review and evaluate technical quality of HCV services by conducting monitoring visits in the field.
9. Participate of establishment and utilization of electronic register in every treatment site to enable real-time data collection and management of patients.
10. Coordinate crosscutting activities within HCV/HIV/HBV testing, HIV/HCV social services provision for vulnerable groups' components of the project.
11. Provision of the support regarding organization of international experts' visits, workshops, trainings.
12. Participation in the preparation of project reports.
13. Develop drafts of communication messages for social media, news for Alliance website etc.
14. Maintain close communication with the Alliance's teams relevant to HCV project implementation.
15. Process internal documents.
16. Perform other duties imposed by the Project Manager required for the department successful performance.

REPORTS TO:

Project Manager