



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

### **Human Resources Officer**

The International Charitable Foundation "Alliance for Public Health" (Alliance) is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis, and other dangerous diseases in Ukraine in collaboration with key state partners and civil society organizations through providing financial and technical support to relevant programs covering over 300,000 members of the most vulnerable populations in Ukraine, which is the highest coverage in Europe.

**Purpose:** To support and implement HR policies in the areas of recruitment and new recruits induction aiming at attraction, recruiting and putting on board high qualified staff in all sectors.

**Contract type:** civil contract

#### **Core Requirements:**

- Experience in Human Resources sphere, knowledge of search, selection techniques.
- Experience in design and implementation of induction programs for new starters.
- Written and spoken Ukrainian, Russian and English are required.
- High level of computer literacy (MS Office). Experience with 1C is a valuable asset.
- Communicative and negotiating skills. Ability to deliver messages in a positive way.
- A proactive, organized, productive approach is essential.
- Ability to think clearly and precisely articulate is essential.
- Able to handle several tasks simultaneously.

**We offer:** work in a dynamic organization with encouraging working environment, attractive remuneration and benefits package, opportunities for professional and career development and growth.

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](mailto:vacancy@aph.org.ua). Subject line should contain "ref: **HR Officer**".

**Deadline for applications:** 6 pm, February 23d, 2018.

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 vulnerable groups devoted to Public and Personal Health issues.***

## DESCRIPTION OF SERVICES

**Title:** Human Resources Officer  
**Department:** Organizational Development  
**Contract type:** civil contract

### PURPOSE:

To support and implement HR policies in the areas of recruitment and new recruits induction aiming at attraction, recruiting and putting on board high qualified staff in all sectors.

### REQUIREMENTS:

- Experience in Human Resources sphere, knowledge of search, selection techniques.
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### DUTIES:

1. Coordinate of update and preparation of Job Descriptions for new and existing posts.
2. Carry out recruitment process: prepare requests for recruitment, participate in the interviews, coordinate wrap-up sessions and prepare assessment tables, recruitment summary reports and job offers.
3. Coordinate technical aspect of recruitment process, set up recruitment files in hard and soft copies, monitor recruitment inbox, forward applicants' documents to the managers involved, prepare interview packs, arrange interviews and testing procedures, carry out recruitment filing and archiving.
4. Carry out recruitment process for international staff: vacancy announcements on international web-sites, search through social networks, arrange trip of foreign candidates to Alliance office. Participate in the interviews, coordinate wrap-up sessions and prepare assessment tables, recruitment summary reports and job offers.
5. Coordinate and control of obtaining of work-permits for non-Ukrainian staff: providers selection, arrange of agreement signing, payments control and preparation, prepare of full pack of documents according to the provider's requests during obtaining of work-permit process.
6. Coordinate the arrangement of working place for new staff members.
7. Support and coordinate new staff induction plans.
8. Advise Head of HR as to the efficiency of the current recruitment and induction procedure and any improvements needed. Implement HR policies in the recruitment and induction areas.
9. Take part in organizing internal trainings.
10. Coordinate the probation period of newly hired staff: sent notifications to line managers, keep records of probation periods.
11. Prepare reports: statutory reports on HR related issues, reports on staff turnover, maintain recruitment process reporting system.
12. Implement, maintain and regularly update: HR databases, staff records (staff contacts, birthday calendar, etc.). Organization chart on monthly basis.
13. Participate in HR team activities and budget planning.
14. Prepare and process documents: PE administration, Payment Orders, Terms of References when required.
15. Deputize Senior HR Officer in HR administration.
16. Continuously improve professional and personal skills relevant to the job through self-training and development.
17. Undertake other duties as required.

### AUTHORITIES

#### Functional Authorities:

Provision, modification and withdrawal of forms and HR templates related to recruitment, induction and HR administration.

Leading on defining search tools tailored to particular job opening.

Development of induction program for new recruits.

**REPORTS TO:** Head of Human Resources