



The International Charitable Foundation “Alliance for Public Health” announces external recruitment of **Consultant on data quality support for OCF (optimized HIV case finding) activities at PORT (program optimization and research team)**.

DESCRIPTION OF SERVICES

PURPOSE: to provide programmatic and technical support for OCF 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.
- Good command of written and spoken Ukrainian, Russian.
- Strong Excel skills and experience in working with databases.
- 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. Assistance with applying quality assurance measures according to the project quality assurance Plan and standard operation procedures
4. Organize and support efficient communication between NGOs and Project staff
5. Assistance with data management of the online survey database and assuring its compliance with primary project documentation.
6. Provide information support to the Program Officer in the overall project planning
7. Work together with Program Officer to devise and implement project monitoring system
8. Support Program Officer with the periodic analysis data entry by NGOs into the online database
9. Support Finance Officer with documents analysis and finance data reconciliation.
10. Contribute to regular reporting and presentation material, collect and analyze information needed for the operation of the project team.
11. Maintain and monitor sub-grantees and other relevant databases.
12. Provide support in the organization of project related events
13. 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.

REPORTS TO: Senior Project Officer: Program monitoring and data quality

How to apply: Please send your CV to kuznetsova@aph.org.ua and cc denisiuk@aph.org.ua

Subject line should contain “**ref: Consultant on data quality support for OCF**”.

Deadline for applications: **6 pm, Sep 3rd, 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 community.