



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

Project Manager: International Programs

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.

JOB PURPOSE: To support implementation and lead on certain aspects of international and innovative programs of Alliance for Public Health.

REQUIREMENTS:

- Strong motivation to work and commitment to confronting HIV/AIDS and to support non-governmental organizations (NGOs) activities in Ukraine and internationally;
- Experience in coordinating multi-stakeholder programs or events;
- Minimum 3 years working experience on the relevant position (within an international organization);
- Experience of effective communication with organisations from various national and cultural backgrounds;
- Communication skills to share information on the project on website, social media;
- Strong data management skills, good level of Excel;
- Analytical skills and attention to details, ability to manage multiple tasks and meet deadlines;
- Ability to think clearly and precisely is essential;
- Ability to work independently and generate ready to use documents and data;
- High level of computer literacy and excellent typing skills;
- Excellent verbal and written communication skills in English, Ukrainian and Russian;
- Relevant educational background (Public Health, Social Science etc).

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.apf.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 Manager: International Programs**".

Expected start date: January 2^d, 2019

Deadline for applications: 6 pm, November 20th, 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.

JOB DESCRIPTION

Job Title: Project Manager: International Programs

Department: Program

Position Type: full-time, fixed-term

Band: 4

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DUTIES AND RESPONSIBILITIES:

1. Negotiation and finalization of the content of grant agreements with Sub-recipients of the program and monitor their implementation;
2. Conducting regular communication with stakeholders to discuss implementation progress, problems and further plans;
3. Take lead and substantially contribute to fundraising for international programs of Alliance for Public Health;
4. Preparation of reports to the donor on implementation of international programs (programmatic, financial);
5. Monitoring and Evaluation:
 - monitoring visits planning within the region with project partners;
 - participation in monitoring visits to EECA region;
 - incorporating results of monitoring visits for further program development;
6. Lead on communications on 'Sustainability of services for key populations in EECA' regional project of the Alliance for Public Health through maintaining the relevant websites and communicating with implementing partners. PR of the Project. Being able to present the project, its partnership and achievements to media, including social media;
7. Take part in trainings, workshops and working meetings preparation, assist during trainings delivery;
8. Organize and provide coordination to visits of Unit staff and external experts. Prepare documents' package for the visits of the Unit staff and external experts in accordance to the Alliance for Public Health procedures;
9. Collect and analyse information needed for the operation of the Program Implementation Unit. Prepare presentations and develop creative information solutions;
10. Possess overall knowledge and when necessary present externally international programs portfolio of Alliance for Public Health;
11. Coordination and information exchange with other departments on international programs and emerging issues;
12. Undertake other reasonable and related tasks identified by the Director: International Programs, as well as by the Alliance for Public Health Management team as necessary for the fulfilment of strategic objectives.

REPORTS TO: Director: International Programs

COOPERATION WITH:

- Programs department;
- Program Support Finance;
- Procurement and Supply Management team;
- Treatment unit;
- Policy and Partnership.