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**The International Charitable Foundation “Alliance for Public Health” announces external**

**recruitment of Consultant**

**Project Assistant : Treatment, Procurement and Supply Management**

**DESCRIPTION OF SERVICES**

**Department: Treatment, Procurement and Supply Management (TPSM)**

**Contract type: Consultancy contract**

**PURPOSE:**

- To provide support to the Director Department: Treatment, Procurement and Supply Management (TPSM)

- To provide support to expansion of the he TB,TB/HIV collaborative activities within the International HIV/AIDS Alliance family (hereinafter–Alliance Family) and Alliance for Public Health (hereinafter-APH) for integrated, health system strengthening approach to combat HIV and TB infections

**SCOPE OF WORK:**

* Provide assistance and general support to the TPSM Director, including: logistical preparation and taking minutes of management meetings, organizing diary of management process, documenting team schedule, travel arrangements
* Provide assistance to develop proposals about possible action points for strengthening TB and TB/HIV activities

1. Attend TB program meetings as required.
2. Coordinate events related to TB and HIV/TB issues as required

* Co-ordinate arrangements and provide support for international trips related with TB and HIV/TB activities
* Provide assissance with preparation to TPSM Director participation in the one-off events and conferences
* Provide administrative support to the TB team

1. Co-ordinate and analyze the Alliance's database of program partner activities
2. Develop and maintain information-sharing activities regarding the project

**REQUIREMENTS:**

* Strong motivation to this kind of work.
* University degree.
* 1 year plus of working experience in international organization.
* Experience of successfully working with senior management (essential).
* Excellent oral and written communication skills in English, Ukrainian and Russian are essential.
* Analytical skills and attention to details.
* Good correspondence maintenance skills.
* High level of computer literacy (MS Office; 1C is a plus).
* Interest in healthcare and social issues related to it.

**QUALITIES:**

* Ability to manage multiple tasks and meet deadlines.
* Ability to use initiative and able to take initiatives
* Ability to maintain confidentiality
* Strong commitment to confronting HIV/AIDS and to supporting non-governmental organizations (NGOs) activities in Ukraine.

**REPORTS TO:** TPSM Director

**COOPERATION WITH:** Procurement and Supply Management team; Field Program Teams;

Finance and admin

**HOW TO APPLY:**  Please send your CV in Ukrainian and English to [zislam@aph.org.ua](mailto:zislam@aph.org.ua)

and cc [savenko@aph.org.ua](mailto:savenko@aph.org.ua)

Subject line should contain **“ref: Project Assistant : TPSM.**

Deadline for applications: **6 pm, December, 22, 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.