



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

### **Senior Program Officer: Substitution Treatment**

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 300,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv

**JOB PURPOSE:** to provide support to the Alliance and its partnering organizations (sub-recipients) in all activities related to the provision of Medical and Psycho-Social Support (MPSS) to the patients on Substitution Maintenance Treatment (SMT); contribute to developing SMT strategy to response to the epidemic on national and regional level.

**Contract type:** full-time, fixed-term

#### **POSITION REQUIREMENTS:**

- 3+ years of experience in HIV prevention, care and support including overseeing the development and implementation of HIV/AIDS programs in Ukraine. Experience in SMT is preferable.
- 1+ years of experience in HIV prevention & treatment programs within international organization.
- Working experience with/in HIV-service organizations, local NGOs, governmental, and/or international institutions.
- Relevant University degree (Public Health, Social Science, Medicine etc.).
- Knowledge of SMT, epidemiological situation in Ukraine, and specifics of HIV/AIDS programs in the region.
- Excellent command of written and spoken Ukrainian, Russian and English;
- High level of computer literacy, including all standard office applications including Excel;
- Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.
- Readiness to travel within Ukraine.

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: **SPO:ST**".

**Deadline for applications:** 6 pm, March 29th, 2019.

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.***

## JOB DESCRIPTION

**Job Title:** Senior Program Officer: Substitution Treatment

**Department:** TPSM

**Position Type:** full-time, fixed-term

**Band:** 4

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### Responsibilities:

#### Organize and control programmer's fulfilment by partner NGOs:

- Organize grant management cycle in the frames of the MPSS subcomponent. All granting activities are to be planned, coordinated and executed with appropriate involvement of relevant Departments of Alliance, and Director: TPSM.
- Assess the capacity and prioritize the needs of potential grantees, contribute to project application evaluation submitted to the Alliance by applying organizations.
- Conclude grant agreements with partner NGOs according to the results of competitions.
- Conduct monitoring visits to NGOs to provide technical support and control the quality and efficiency of project activities.
- To identify possible gaps in program implementation and problematic issues/ outstanding situations SRs, immediately report such cases management with adequate analysis and effective adequate response.
- Coordinate efforts aimed to achieve ST indicators within the frameworks of the projects executed by sub-grantees.
- Contribute to optimization of Alliance grant procedures in accordance with current needs and new activity directions.

#### Provide technical assistance to Alliance grantees and partner organizations:

- Contribute to national and international HIV/AIDS activities to decrease the spread of the epidemic, search for new program approaches towards provision of medical and psycho-social support to patients getting SMT, share acquired experience within Alliance and for external audience in the course of conferences, meetings, workshops etc., and represent Alliance programs on local and international level.
- Contribute to improvement of MPSS services provided to the ST patients, with the emphasis on adherence to ST, limited use of illegal drugs of refusal to take those, better access to HIV, TB services and improved quality.
- Collect and analyze all information relevant for the successful implementation of all programmatic activities related to the MPSS. Initiate adequate responses and coordinate joint efforts within Alliance and with external partners in order to reach targets and met needs of SMT patients.
- Provide technical support to the representatives Program Department and to the organizations-recipients implementing SMT MPSS projects. Answer requests and consult sub-grantees in frames of professional knowledge and competency. Coordinate and assist the provision of technical support (including international) to the NGOs providing SMT MPSS.
- Contribute to development of respective structural, managerial, financial and program solutions to achieve improved results of the grantees' project activities.

#### Other responsibilities:

- Prepare documentation on Program activities, compile reports on programmatic activities, and provide regular, timely and adequate contributions into the donor reporting system.
- Maintain the interrelations among treatment and prevention programs; enable access of vulnerable populations to various harm reduction and prevention activities when necessary.
- Attend team activities, including regular meetings within the team and department.
- Prepare department's work plans and strategies regarding the implementation of SMT MPSS activities in order to guarantee its successful realization.
- Improve professional skills and develop personal abilities constantly to raise efficiency of the job while attending trainings, educational sessions, self-improvement.
- Discharge other duties imposed by the Management and required for the successful program activity of the department.

**REPORTS TO:** TPSM Director

**Functional authorities:**

Coordinate, control and monitor the fulfillment of MPSS SMT programs implemented in all regions of Ukraine, identify the technical support needs for the respective programs and timely redirect them to Technical Support team.

Analyze the program's effectiveness, suggest areas for development, identify potential risks and suggest proper actions for their prevention.

Provides daily submission for quarterly/annual reports on the respective programs fulfillment.

**Budget authority:**

**Yes**

Budget Holder of Global Fund OST program

**SUPERVISION OF STAFF:** N/A

**COOPERATION WITH:**

- Monitoring & Evaluation Team
- Program Support Finance Team
- Procurement and Supply Management team
- Grant Management Unit