



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

**Project Officer: Innovative HIV and Harm Reduction Solutions**

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 ensure smooth implementation of activities within the EJAF funded project "Innovative HIV and Harm Reduction Solutions for Underserved Segments of Key and Bridge Populations in Ukraine" (further - Project) through development and implementation of nightlife safety and prevention activities among experimenting young people in recreational facilities, support further development of online communication and services, programme planning and reporting, monitoring of implementing partner organisations, and support to research activities.

**Contract type:** civil agreement

**REQUIREMENTS:**

- Knowledge and experience in: sexual and reproductive health promotion, harm reduction, substance use problems and solutions, HIV prevention or other relevant fields;
- Understanding challenges facing experimenting young people and the communities of people who use psychoactive substances and LGBT communities;
- Knowledge and understanding of contemporary youth culture, particularly in recreational contexts;
- At least undergraduate academic degree in the relevant fields such as culturology, urban studies, gender studies, public health, social work, etc.;
- Proven knowledge in program management, reporting and planning;
- Experience interacting with government and donor representatives;
- Comfort with managing multiple assignments;
- Basic knowledge of research methodologies and techniques as well as understanding of epidemiologic context of HIV/AIDS epidemic is a plus;
- High level of computer literacy (MS Office) is required; ability to develop information materials and their graphic representation;
- Strong communication and presentation skills. High level of interpersonal skills and integrity; solid team player;
- Strong analytical and report writing skills are required;
- Written and oral communication skills in Russian, Ukrainian and English are required;
- Ability to think clearly and precisely articulate is essential.

**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@apf.org.ua](mailto:vacancy@apf.org.ua). Subject line should contain "ref: **PO: EJAF**".

**Deadline for applications:** 6 pm, July 10th, 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 vulnerable groups devoted to Public and Personal Health issues.*

## DESCRIPTION OF SERVICES

**Title:** Project Officer: Innovative HIV and Harm Reduction Solutions

**Department:** Programs

**Contract type:** civil contract

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### DUTIES:

1. Supplementary support for the project team.
2. Provide ongoing focused technical and educational support in related aspects of the project.
3. Support partner organisations, maintain collaborative relations with relevant stakeholders. Management and participation in fieldwork activities, support staff and volunteers in the field, monitor progress and evaluate performance, review and analyse results, and recommend changes in implementation.
4. Develop and maintain a partnership with key experts, consultants involved in related activities in the country and abroad.
5. Engage in sub-granting and sub-contracting process as required.
6. Sustaining all necessary project monitoring and reporting data, forms collection.
7. Monitor timely submission of reports by partners, staff and volunteers.
8. Coordinate and organise visits of international experts, workshops, trainings and stakeholders meetings as relevant.
9. Maintain close communication with the teams within Alliance relevant to the project areas.
10. Process internal documents.
11. Perform other duties as required.

### AUTHORITIES

**Budget Authority:**

No

**SUPERVISION OF STAFF:** None

**REPORTS TO:** Project Manager