

DESCRIPTION OF SERVICES

SOS Project Consultant: Program officer - Operational Research

Kyiv 17/02/2020

PURPOSE: to provide effective functioning of the operational research (OR) projects implemented within the Project: Sustainability of Services For Key Populations In EECA Region in the designated regions by overseeing and supporting technical and organizational capacity of local non-governmental organizations (NGOs) and other partner organizations working in the field of HIV prevention.

REQUIREMENTS:

- Strong commitment to confronting HIV/AIDS and motivation to work.
- 2 years of experience in HIV prevention, care and support including overseeing the development and implementation of HIV/AIDS programs.
- Working experience with/in HIV-service organizations, local NGOs, governmental, and/or international institutions is required.
- Knowledge of epidemiological situation and specifics of HIV/AIDS programs in the region is desirable.
- Relevant University degree (Public Health, Social Science, Medicine etc.) is a plus.
- Good command of written and spoken Ukrainian and Russian. Ability to read and understand English texts is essential. Knowledge of English at intermediate level is an advantage.
- High level of computer literacy, especially in Excel.
- Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.
- Readiness to go to business trips.

DUTIES:

1. Coordinate all aspects of Alliance-funded OR activities, monitor and evaluate Alliance-funded projects, provide focused technical support to the Alliance grantees.
2. Coordinate general program communication with the grantees, including regular grantees' online and offline meetings.
3. Assess the capacity and prioritise the needs of potential grantees, contribute to project application evaluation submitted to the Alliance by applying organizations.
4. Contribute to developing the strategy for, and coordinate the delivery of, technical assistance to grantees that work in the sphere of HIV prevention.

5. Provide ongoing and on-site mentoring in community needs assessment, HIV prevention methods, project design, evaluation, and other relevant areas.
6. Suggest appropriate structural, managerial, financial and programmatic solutions to achieve optimal results of the grantees' projects activities.
7. Gather relevant information to inform future priorities and strategies for grantee support.
8. Provide information about services and resources in the relevant regions upon request.
9. Work with the rest of the Alliance team to identify synergies in working activities.
10. Contribute to the evaluation and strategic review of the Alliance program.
11. Attend relevant expert meetings to gather information and represent the interests of the Alliance Program.
12. Contribute to preparation of the narrative reports.

REPORTS TO: Project director.

HOW TO APPLY: Please send your CV in Ukrainian or English to kalyniuk@aph.org.ua not later than February 28, 2020.