

Project Officer: Innovative HIV and Harm Reduction Solutions

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

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 contract till 31/06/2021, with possibility of extension

Core Requirements:

- Knowledge and experience of project planning and implementation in health and/or social fields (e.g. sexual and reproductive health, harm reduction, substance use problems and solutions, HIV prevention etc);
- 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;
- Comfort with managing multiple assignments;
- 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;
- Readiness to perform a combination of technical and administrative duties.

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

Deadline for applications: 6 pm, July 31st, 2020.

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.

DESCRIPTION OF SERVICES

Title: Project Officer: Innovative HIV and Harm Reduction Solutions
Department: Programmes
Contract type: civil contract till 31/06/2021, with possibility of extension

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DUTIES:

1. Implement a broad range of technical and administrative tasks related to implementation of innovative harm reduction and HIV prevention interventions among experimenting young people and marginalised populations.
2. Provide supplementary support for the project team.
3. Support partner organisations, maintain collaborative relations with relevant stakeholders. Manage and participate 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 partnerships with experts, consultants involved in related activities in the country and abroad.
5. Engage in sub-granting and sub-contracting processes as required.
6. Collect and file required project monitoring and reporting data.
7. Monitor timely submission of reports by partners, staff and volunteers.
8. Coordinate and organise visits of international experts, workshops, trainings and stakeholder 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: Programme Manager