

## **Project Officer: Data Quality, Monitoring and Evaluation Specialist**

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 support whole the process of programmatic data collection, monitoring, evaluation and reporting. To develop, update and provide technical support of programmatic databases.

**Contract type:** civil contract

### **Core Requirements:**

- Min 1 year of working experience on a position of M&E specialist, business analyst/technical writer, QA.
- Strong analytical and report writing skills are required.
- Database management skills and experience as a plus.
- High level of computer literacy is required, proficient excel user.
- Basic knowledge of research methodologies and techniques as well as understanding of epidemiologic context of HIV/AIDS epidemic is a plus
- Written and oral communication skills in Russian, Ukrainian and English are required.
- Relevant University degree (Mathematics, Economics, Social science and Public Health etc.) is required.
- Ability to think clearly and precisely articulate is essential.
- Strong commitment to confronting HIV/AIDS and motivation to work.

**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](mailto:vacancy@aph.org.ua). Subject line should contain "**Project Officer: Data Quality, Monitoring and Evaluation Specialist**".

**Deadline for applications:** 6 pm, August 6<sup>th</sup>, 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

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**Department:** Program

**Contract Type:** Civil contract

**PURPOSE:** To support whole the process of programmatic data collection, monitoring, evaluation and reporting. To develop, update and provide technical support of programmatic databases.

### REQUIREMENTS:

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### RESPONSIBILITIES:

1. Provide monitoring and evaluation according to the program guidelines:
  - Analyze programmatic data, produce regular (quarterly or semi-annual) analytical reports and presentations based on program data;
  - Oversees and ensures timely and accurate collection and entry of data;
  - Support the development and rollout of project targets and standards to ensure delivery of quality outputs;
  - Generate programmatic progress updates to donors and other stockholders as well as other ad-hoc reports;
  - Participate in the development and adaptation of standard reporting, monitoring tools and forms to ensure effective monitoring and evaluation of programmatic activities at all levels;
  - Together with M&E manager, develop, implement and track Project's Detailed Implementation Plan.
2. Ensure IT team facilitation (developer, designer, QA):
  - Conduct weekly meetings, planning;
  - Maintain projects documentation in Confluence;
  - Release and backlog management;
  - Prepare terms of reference for databases developer team if needed;
  - Create mockups in Figma/Balsamiq if needed;
  - Report and escalate to management as needed.
3. Provide NGOs with the necessary technical assistance and guidelines (text and video instructions).
4. Technical support of all existing products if needed:
  - provide users support via phone, messenger and e-mail;
  - data adjustments at the request of users and based on the results of auto-tests;
5. Undertake other responsibilities not outlined above which are commensurate with a role of Program Officer: Data quality specialist, and which have been discussed and agreed between the line manager and the post-holder.

### REPORTS TO:

Project manager: data monitoring and evaluation