

Project Manager

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 provide effective management of the optimized HIV case finding (OCF) and community-initiated treatment intervention (CITI) Program, which is implemented through grants to the local NGOs and is funded by the CDC/PEPFAR. The Project Manager is responsible for implementation of the Project's day-to-day activities, including line management of project officers, project planning, budget utilization control, control over the target's achievement on HIV testing, HIV case finding, linkage to ART and reporting.

Contract type: civil contract

Core Requirements:

- Strong commitment to confronting HIV/AIDS and motivation to work.
- Experience in HIV prevention, care and support including overseeing the development and implementation of HIV/AIDS programs in Ukraine.
- Strong strategic planning, analytical, conflict resolution and organizational skill.
- Outstanding communication and presentation skills.
- Working experience with/in HIV-service organizations, local NGOs, governmental, and/or international institutions is required.
- Knowledge of epidemiological situation in Ukraine and specifics of HIV/AIDS programs in the regions is desirable.
- Relevant University degree (Public Health, Social Work, Medicine etc.).
- Good command of written and spoken Ukrainian and Russian. Knowledge of English is an advantage.
- Strong communication and presentation skills. High level of interpersonal skills and integrity; solid team player.
- Strong analytical and report writing skills are required.
- Ability to perform assigned tasks independently and meet tough and multiple deadlines.
- High level of computer literacy
- Ability to think clearly and precisely articulate is essential.
- Readiness to go to business trips and work full time.

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.aph.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 Manager**".

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 Manager
Department: Program
Contract Type: civil contract

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DUTIES:

- Ensure the development and implementation of the Project;
- Develop/control over the implementation of the standard operating procedures (SOP) and guidelines of the Project;
- Preparation of training materials and conducting training sessions;
- Coordinate, control and evaluate the performance of the sub-granted NGOs through the line management of the responsible project officers;
- Establish partnerships and ensure high level of coordination and nurtured relationships with Regional health institutions, sub-contractors, and other partners;
- Analyze and approve reports provided by project staff on a regular basis;
- Analyze Project effectiveness, suggest areas for development, identify potential risks and suggest proper actions for their solving;
- Contribute information on program fulfillment to the Alliance Ukraine reports to the donors, governmental structures, international and other organizations;
- Support the Project Coordinator in representing the project to donor;
- Improve professional skills and develop personal abilities constantly to raise work efficiency while attending trainings, educational sessions, and self-improvement;
- Maintain close communication with the other Alliance teams relevant to HIV/STI projects implementation;
- Monitoring visits to the field sites;
- Undertake other duties as required.

AUTHORITIES

Functional Authorities:

Sub-granting; sub-grantees relations and communication;

HAS A SAY IN

Projects development and budget preparation

COOPERATION WITH:

- Program department;
- All units of the organization

REPORTS TO:

Project Coordinator