

Program Assistant

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 programmatic and administrative support as well as effective general assistance to Grant Management team.

Contract type: civil contract

Core Requirements:

- Minimum 1 year working experience on the relevant position (within an international organization will be an advantage);
- High University Degree. Relevant University degree (Public Health, Social Science, Medicine etc.) is a plus;
- As an advantage will be previous experience in preparation of business trips documents, initial financial requests, financial reports on conducted events; experience in execution of financial documents to conduct payment for consultants' services;
- Good command of written and spoken Ukrainian, Russian and English;
- High level of computer literacy and excellent typing skills. Experience with 1C program is a plus;
- Analytical skills and attention to details. Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines;
- Strong commitment to confronting HIV/AIDS and to supporting non-governmental organizations (NGOs) activities in Ukraine.

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 "**Program Assistant**".

Deadline for applications: 6 pm, August 27th, 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

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DUTIES:

1. Organize circulation of documents in project.
2. Prepare package of documents for organization of the project events (trainings, workshops, working meetings, expert groups, project proposals review committees, round tables etc.) and manage documents circulation on the events (preparing and submitting logistic requests, coordinating participants' invitation and selection, preparing the participants list with relevant information, preparing documents package for logistic payments, gathering and generalizing participants' feedback on events if required, completing final report on the event as well as documents package for the final payment, documenting the event (photo, protocol etc.), monitor an event if required by Project manager
3. Take part in trainings, workshops and working meetings preparation, assist during trainings delivery.
4. Monitor submission of project proposals to the Alliance. Keep record on the submitted proposals, relevant communications on Calls for Proposals as well as other assistance upon request.
5. Monitor timely submission of reports by the grantees and consultants and control their compliance with the Alliance reporting standards throughout reporting period.
6. Take part in providing hands-on technical assistance to the Alliance grantees including training, mentoring, problem solving, identification of further useful resources, and monitoring of the performance of the Alliance grantees.
7. Maintaining and monitoring filing system regarding the project.
8. Translate correspondence, documentation and other relevant materials needed for the project team.
9. Organize and provide coordination to visits of project team staff and external experts. Prepare documents' package for the visits of the project team staff and external experts in accordance to the Alliance procedures.
10. Maintain and monitor sub-grantees and other relevant databases.
11. Collect and analyze information needed for the operation of the project team.
12. Prepare and process documents for the project team consultants, arrange and monitor relevant payments.
13. Undertake other reasonable and related tasks identified by the Manager required for the successful activity of the project as necessary for the fulfillment of strategic objectives.

REPORTS TO: Head of Grant Management