

Program Manager: Implementation of Studies and Data Use

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: Program Manager: Implementation of Studies and Data Use will be responsible for coordination of all studies implemented within the Project. His/her functions and responsibilities will include: Leading in protocols development, Institution Review Board (IRB) documents development and submission, guidelines, standard operating procedures, and training manuals development; Initiation of studies based on the identified SI gaps in the country, national M&E plan and the changes in HIV/AIDS epidemic pattern; Providing overall leadership in data collection projects implementation at all stages and ensuring quality and timeliness of research project activities, outputs and reports; Development of publications, journal articles and tailored data collection products..

Contract type: civil contract till 29th September, 2021 with possibility of extension.

Core Requirements:

- At least 5 years' senior-level experience in designing and managing monitoring and evaluation activities/ research projects in Ukraine;
- Masters' degree in public health, sociology, epidemiology, statistics or related field;
- High level of computer literacy, especially in Word, Excel, Power Point, Internet Explorer, Outlook and statistical software SPSS/R/Stata;
- Proven knowledge in program management;
- Experience in M&E capacity building;
- Knowledge and experience in conducting epidemiological surveys, quantitative and qualitative studies, program evaluation activities;
- Ability to develop a research protocol and instruments (questionnaire, forms, standard operational procedures, etc.);
- Knowledge of IRB requirements and operations;
- Publications in peer-review journals;
- Outstanding communication and presentation skills;
- Self-starter, well-organized, with an ability to prioritize among multiple competing requests;
- Ability to work under pressure and under tight deadlines;
- Ability to proactively work independently and as an effective team member;
- Personal commitment, flexibility, efficiency and drive for results;
- Excellent oral and written communication skills in Ukrainian and English;
- Able to travel up to 20% of the working time.

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 Manager: Implementation of Studies and Data Use**”.

Deadline for applications: 6 pm, October 20th, 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

Job Title: Program Manager: Implementation of Studies and Data Use

Department: Programs

Team: Monitoring & Evaluation (M&E)

Contract type: civil contact till 29th September, 2021

Band: 4

JOB PURPOSE:

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DUTIES AND RESPONSIBILITIES:

- Monitor the international research agenda;
- Assess the SI gaps and research needs in the country;
- Initiate and lead the research proposal development process, including formulating the research question, development the research strategy, search for the potential donors, writing and submitting the application for research grants;
- Conduct qualitative and quantitative research activities, develop research protocol and study instruments (study algorithms, questionnaires, SOPs, guidelines), conduct data analysis and write-up study reports;
- Participate in data communication: develop and deliver presentations, write and edit research papers including reports, policy briefs, scientific manuscripts and publications for peer-review journals;
- Develop new and maintain existing relationships with key stakeholders and researchers in Ukraine and worldwide;
- Conduct data analysis to inform HIV programs and to support data driven decision;
- Represent the organization as a spokesperson and advocate at conferences, stakeholders meetings, and expert's gatherings;
- Support the data communication activities and knowledge sharing within Alliance and its counterparts;
- Undertake other duties as required.

AUTHORITIES

Budget Authority: No

SUPERVISION OF STAFF: None

REPORTS TO: **METIDA Senior Project Manager**