

JOB DESCRIPTION

Title: Project Manager: International Programs

Department: Program

Contract Type: consultant, civic contract, fixed term (01.11.2020 – 30.06.2021)

PURPOSE: To coordinate implementation and lead on COVID-19 response mechanism component of regional project 'Sustainability of services for key populations in Eastern Europe and Central Asia (EECA)' of Alliance for Public Health.

POSITION REQUIREMENTS:

- Strong motivation to work and commitment to confronting COVID-19 and HIV/AIDS and to support non-governmental organizations (NGOs) and governmental activities in EECA;
- Experience in Eastern Europe and Central Asia health/HIV programs, knowledge of the regional context;
- Solid knowledge of COVID-19 epidemics in EECA, WHO guidance on response, best country practices, understanding of medical drugs procurement, medical and community systems responses;
- Experience in coordinating multi-stakeholder programs and events;
- Minimum 3 years working experience on the relevant position (within an international organization);
- Strong managerial experience and ability to coordinate close and distant colleagues;
- Experience of effective communication with organisations from various national and cultural backgrounds;
- Communication skills to share information on the project on website, social media;
- Strong data management skills, good level of Excel;
- Analytical skills and attention to details, ability to manage multiple tasks and meet deadlines;
- Ability to think clearly and precisely is essential;
- Ability to work independently and generate ready to use documents and data;
- Excellent verbal and written communication skills in English, Ukrainian and Russian;
- Relevant educational background (Public Health, Social Science etc).

DUTIES AND RESPONSIBILITIES:

1. Strategic guidance on the project component on COVID-19 implementation and assurance it is on track to reach its core indicators;
2. Daily management of the program partnership (distantly and face-to-face) to discuss implementation progress, problems and further plans; provision of immediate technical support;
3. Participate in coordination of the development programmatic approaches to mitigate influence of pandemic on sustainability of services for key populations
4. Ensure that human rights issues in focus of programmatic approaches and protection of human rights violation during COVID is core component of services for key populations.
5. Communication with regular updates, preparation of reports to the donor on implementation of the project (programmatic, financial);
6. Monitoring and Evaluation:
 - monitoring visits planning within the region with project partners;
 - participation in monitoring visits to EECA region;
 - incorporating results of monitoring visits for further program development;
7. Coordinate the activities of major partners in the project, i.e. Association Partnership in Health from Bosnia and Herzegovina, partners in the Russian Federation – including their sub-sub recipients and Eurasian Harm Reduction Association;
8. Provide strategic guidance to communications manager on communications on COVID-19 component of regional project of the Alliance for Public Health. Being able to present the project, its partnership and achievements to media, including social media;
9. Provide necessary overall expert support to APH on COVID-19 situation in the world, region and Ukraine, advise on latest approaches and guidance;
10. Coordinate finance staff responsible for project funds flow in APH;
11. Take part in trainings, workshops and working meetings preparation, assist during trainings delivery;

12. Collect and analyse information needed for the operation of the Program Implementation Unit. Prepare presentations and develop creative information solutions;
13. Coordination and information exchange with other departments on international programs and emerging issues;
14. Undertake other reasonable and related tasks identified by the Director: International Programs, as well as by the Alliance for Public Health Management team as necessary for the fulfilment of strategic objectives.

REPORTS TO: Project Director: International Programs

APPLICATION DEADLINE: November 4, 2020. Submit applications to kalyniuk@aph.org.ua