

Senior Program Officer

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 functioning of the national programs and programs implemented in the designated regions by overseeing and supporting technical and organizational capacity of local non-governmental organizations (NGOs) and other partner organizations working in the field of HIV/STI prevention; contribute to developing strategy to response to the epidemic on national and regional level.

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.
- 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.
- Ability to perform assigned tasks independently and meet tough and multiple deadlines.
- High level of computer literacy, especially in Excel, PowerPoint.
- 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 "**Senior Program Officer**".

Deadline for applications: 6 pm, December 22nd, 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: Senior Program Officer

Department: Program

Contract Type: Civil contact

PURPOSE: to provide effective functioning of the national programs and programs implemented in the designated regions by overseeing and supporting technical and organizational capacity of regional mobile teams and other partner organizations working in the field of HIV prevention; contribute to developing strategy to response to the epidemic on national and regional level.

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.
- 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.).
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DUTIES:

1. Organize, coordinate and control national programs fulfillment by partner NGOs and programs implemented in the designated regions.
2. Develop technical tasks for announcement of project competitions.
3. Assess the capacity and prioritise the needs of potential grantees, evaluate project applications submitted to the Alliance by applying organizations.
4. Prepare the necessary applications for grant agreements with NGOs according to the results of competitions.
5. Conduct monitoring visits to the designated NGOs to provide technical support and control the quality and efficiency of project activities in regions and programs implemented at national level.
6. Analyze and approve reports provided by NGOs to the Alliance on a regular basis.
7. Contribute information on program fulfillment to the Alliance reports to the donors, governmental structures, international and other organizations.
8. Monitor regional HIV, STI epidemiological situation.
9. Conduct periodic analysis data entry by NGOs into the online database Syrex and residues of consumables
10. Monitor timely submission of sub-grantees reports.
11. Represent Alliance programs on the local and national levels.
12. Contribute to activities of local coordination Councils on HIV/AIDS and State administrations.
13. Cooperate and coordinate activities of the regional NGOs and their partners.
14. Analyze the NGO projects effectiveness, suggest areas for development, identify potential risks and suggest proper actions for their solving.
15. Coordinate and organize regional visits of international experts, workshops and stakeholders meetings.
16. Develop and implement innovative approaches in the field of HIV/public health, which will be delegated by the Head of Unit.
17. Deputize Head of Subgranting Unit when required.
18. Improve professional skills and develop personal abilities constantly to raise work efficiency while attending trainings, educational sessions, and self-improvement.

19. Maintain close communication with the other Alliance teams relevant to projects implementation.
20. Perform other duties as required.

AUTHORITIES

Budget Authority: No

SUPERVISION OF STAFF: none

REPORTS TO: Head of Subgranting Unit

Signature:

Date: