



The International Charitable Foundation "Alliance for Public Health" announces external recruitment to fill the following position:

Project Officer: Studies and Evaluation Development

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 250,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv

JOB PURPOSE: To coordinate the assessment of strategic information gaps and the development of the corresponding M&E Plan. To coordinate the development and realization of evaluation activities agenda at national and regional levels and to facilitate knowledge management process to ensure usage of various data existing in strategic and operational planning at national, regional, and local levels.

Contract type: *full-time, fixed-term till 31st of March 2017 with possibility of extension*

Core Requirements:

- Minimum of 3 years in planning and providing Monitoring and Evaluation activities in HIV/AIDS/TB and other issues of public health area;
- Knowledge and experience in planning and conducting social or epidemiological researches;
- Previous involvement in interventional studies or studies of program effectiveness;
- Previous experience in preparing and conducting capacity building activities;
- Knowledge of legislative and operational characteristics of higher education system in Ukraine (preferred)
- University degree (Master or Ph.D.) in public health, sociology, epidemiology or related field;
- Outstanding communication and presentation skills;
- Excellent attention to detail;
- Strong organizational and problem solving skills;
- Ability to work under pressure and under tight deadlines;
- Ability to proactively work independently and as an effective team member;
- High level of computer literacy, especially in Word, Excel, Power Point, Internet Explorer, Outlook and SPSS;
- Personal commitment, flexibility, efficiency and drive for results;
- Excellent oral and written communication skills in Ukrainian, Russian 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 "ref: Project Officer: Studies and Evaluation Development".

Deadline for applications: 6 pm, June 15th, 2016.

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.

JOB DESCRIPTION

Job Title: Project Officer: Studies and Evaluation Development

Department: Programs

Team: Monitoring & Evaluation (M&E)

Position Type: full-time, fixed-term

Band: 4

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DUTIES AND RESPONSIBILITIES:

1. Coordinate and provide ongoing focused technical and educational support in M&E related activities at national, regional and local levels;
2. Develop and maintain a partnership with key experts and researchers involved in M&E related activities in the country;
3. At implementation level, coordinate subcontract process of needs assessments for additional data collection and proper analysis;
4. Support the Project Director and Project Manager in conducting regular meetings with stakeholders in the field of M&E;
5. Coordinate and organize visits of international experts and researchers;
6. Collaborate with national M&E focal points and educational institutions to ensure the improvement of knowledge management;
7. Provide scientific expertise in developing and reviewing study protocols and instruments;
8. Supervise the studies /evaluations implemented at national or regional level;
9. Provide technical support in conducting studies /evaluations at all levels;
10. Collaborate with national M&E Center to ensure the improvement of data usage skills at all levels;
11. Prepare research applications;
12. Coordinate research and M&E capacity building activities at national, regional and local levels;
13. Coordinate the development and integration M&E study course "Monitoring and evaluation of social programs and projects" into standard higher educational curriculum in Ukraine;
14. Provide technical assistance in development and integration M&E study course into standard higher educational curriculum;
15. Coordinate the development and implementation of the long-term training program to enhance data collection (research) capacity of the professionals in HIV/AIDS area;
16. Prepare reports on indicators and narratives related to their analysis.
17. Continuously improve professional and personal skills relevant to the job through self-training and development as well as corporate training courses.
18. Undertake other duties as required.

AUTHORITIES**Functional Authorities:**

Development of terms of reference (TOR) for capacity building and surveys activities;
Monitoring and control on the evaluation and survey conduction.

Budget Authority:

No

SUPERVISION OF STAFF: none

REPORTS TO: Project Director

COOPERATION WITH:

- Field Programs;
- Technical Support;
- Procurement & Supply Management team;
- Treatment unit.