

Senior Program Officer: Subgranting Unit

The International Charitable Foundation 'Alliance for Public Health' announces external recruitment to fill the position of **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.

Contract type: civil contract.

PURPOSE: to provide effective functioning of the national programs and programs implemented in the regions aimed at minimizing the negative consequences of the COVID-19 epidemic; contribute to developing a strategy to respond to the COVID-19 epidemic on the national and regional level.

REQUIREMENTS:

- Strong commitment to confronting COVID-19, HIV/AIDS, and motivation to work.
- Experience in HIV prevention, care, and support including overseeing the development and implementation of HIV/AIDS/ COVID-19 programs in Ukraine.
- Working experience with/in HIV service organizations, local NGOs, governmental, and/or international institutions is required.
- Knowledge of the epidemiological situation in Ukraine and specifics of COVID-19, 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.
- The ability to think clearly and precisely articulate is essential.
- Readiness to go on 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, November 5th, 2021.

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

Title: Senior Program Officer
Department: Program
Contract Type: civil contract

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DUTIES AND RESPONSIBILITIES:

- Organize, coordinate and control COVID-19 programs fulfilled by Alliance's partner NGOs.
- Develop technical tasks for the announcement of project competitions on COVID-19 activities.
- Assess the capacity and prioritize the needs of potential grantees, evaluate project applications with COVID-19 activities submitted to the Alliance by applying organizations.
- Prepare the necessary applications for grant agreement on the national level according to the results of competitions.
- Conduct monitoring visits to the designated NGOs to provide technical support and control the quality and efficiency of COVID-19 project activities in regions and programs implemented at the national level.
- Analyze reports on COVID-19 activities provided by NGOs to the Alliance regularly.
- Contribute information on COVID-19 program fulfillment to the Alliance reports to the donors, governmental structures, international and other organizations.
- Monitor COVID-19 epidemiological situation.
- Conduct periodic analysis data entry by NGOs into the online database Syrex on COVID-19 activities.
- Monitor timely submission of sub-grantees reports on COVID-19 program fulfillment.
- Represent Alliance COVID-19 program on the national levels.
- Analyze the NGO projects effectiveness, suggest areas for development, identify potential risks and suggest proper actions for their solving on COVID-19 program fulfillment.
- Participate in workshops and stakeholders meetings on COVID-19 issues.
- Develop and implement innovative approaches to COVID-19, which will be delegated by the Head of Unit.
- Deputize Head of Subgranting Unit when required.
- Improve professional skills and develop personal abilities constantly to raise work efficiency while attending trainings, educational sessions, and self-improvement.
- Maintain close communication with the other Alliance teams on COVID-19 issues.
- Perform other duties as required.

AUTHORITIES

Budget Authority: No

SUPERVISION OF STAFF: none

REPORTS TO: Head of Subgranting Unit

COOPERATION WITH: All units of the organization.