

Senior Project Officer: Data Quality and Research Coordinator

The International Charitable Foundation 'Alliance for Public Health' announces external recruitment to fill the position of **Senior Project Officer: Data Quality and Research Coordinator**.

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 ensure coordination of the intervention's evaluation process in accordance with the protocols and requirements of the ethics committee.

Contract type: civil contract

Core Requirements:

- Relevant University degree (Mathematics, Economics, Social science, Public Health etc.)
- Min 2 year of working experience on a position of M&E specialist, research coordinator or relevant position of supporting project activities for an NGO
- Good analytical skills with the ability to identify key points from complex material or information
- Proven experience in research Protocols/proposal development
- Program research management involving multiple stakeholders
- Skills in statistical data analysis using R/SPSS/Stata/SAS or other relevant software is preferable
- Knowledge and experience in planning and conducting social or epidemiological researches
- Knowledge in IRB requirements and operations is appreciated
- Previous involvement in interventional studies or studies of program effectiveness
- Knowledge of research methodologies and techniques as well as understanding of epidemiologic context of HIV/AIDS epidemic
- Proactive, energetic approach to problem solving
- Experience in designing tools and strategies for data collection, analysis and production of reports
- High level of computer literacy, proficient excel user
- Ability to think clearly and precisely articulate
- Good organizational and planning skills
- Self-motivated, flexible and proactive
- Written and oral communication skills in Russian, Ukrainian and English is essential
- Strong commitment to confronting HIV/AIDS and motivation to work
- Able to travel up to 10% of the working 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 Project Officer: Data Quality and Research Coordinator**".

Deadline for applications: 6 pm, January 6th, 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.

DESCRIPTION OF SERVICES

Title: Senior Project Officer: Data Quality and Research Coordinator

Department: Program

Contract Type: Civil contract

PURPOSE: ensure coordination of the intervention's evaluation process in accordance with the protocols and requirements of the ethics committee

REQUIREMENTS:

- Relevant University degree (Mathematics, Economics, Social science, Public Health etc.)
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RESPONSIBILITIES:

- Ensure data collection, monitoring and analyzing in compliance with the evaluation protocol and ethical committee requirements
- Development research tools, documentation, training material for obtaining evaluation protocol and ethical requirements
- Oversees and ensures timely and accurate collection and entry of data;
- Provide technical and educational support to the field evaluation performers (local NGOs)
- Provide technical support in engaging data analyst to the project when needed
- Coordinate the data analysis process, provide the analyst with all the necessary information, monitor the results of the analyst's work
- Prepare and disseminate presentations based on the results of the analysis and evaluation report
- Generate programmatic progress updates to donors and other stockholders as well as other ad-hoc reports;
- Manage and conduct qualitative monitoring among local NGO and program beneficiaries (if needed), such as surveys, focus group discussions, interviews
- Oversees and ensures accurate dataset and provide data quality by reconciling data from different sources, ensure data validation with HIV MIS
- Undertake other responsibilities not outlined above which are commensurate with a role of Program Officer: Data quality specialist, and which have been discussed and agreed between the line manager and the post-holder.

REPORTS TO:

Project Manager: Data Monitoring and Evaluation