

Project Officer: OST Coordinator

The International Charitable Foundation 'Alliance for Public Health' announces external recruitment to fill the position of **Project Officer: OST 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 coordinate OST activities within COVID-19 Response Mechanism GFATM grant

Contract type: civil contract

Core Requirements:

- Strong commitment to public health and health system challenges;
- Experience in health programs development and implementation including response and preventive activities;
- Understanding the needs of key populations in universal access to health care;
- Experience in health care and support interventions for key populations;
- Working experience with/in HIV service organizations, local NGOs, governmental, and/or international institutions, engaged in health provision and care;
- Knowledge of the epidemiological situation in Ukraine and specifics of COVID-19, HIV, TB and Hepatitis preventive and control programs;
- Relevant University degree (Public Health, Social Work, Medicine, etc.);
- Experience in project management/coordination in public health area;
- Knowledge and experience in OST (as an advantage);
- Knowledge of national OST legislation and international recommendations (as an advantage);
- Excellent skills in Ukrainian speaking and writing;
- Good working knowledge in English (as an advantage);
- Strong communication and presentation skills;
- High level of interpersonal skills and integrity, solid team player;
- Motivation to work;
- Ability to perform assigned tasks independently and meet tough and multiple deadlines;
- High level of computer literacy, especially in Excel, Word, PowerPoint;
- The ability to think clearly and precisely articulate is essential.

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 "**Project Officer: OST 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: Project Officer: OST Coordinator

Department: Program

Contract Type: Civil contract

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RESPONSIBILITIES:

1. Coordination of the project "COVID-19 Response Mechanism" in OST context;
2. Project design development;
3. Technical requirements creation for NGOs and other sub-granters/implementers;
4. Provision TA to implementing partners aimed at achieving better project results;
5. Monitoring and evaluation of the project implementation;
6. Program reporting on the project indicators and timely and adequate contributions into the donor reporting system;
7. To attend team activities, including regular meetings within the team and department.
8. Improve professional skills and develop personal abilities constantly to raise efficiency of the job while attending trainings, educational sessions, self-improvement;
9. Discharge other duties imposed by the Management and required for the successful program activity of the department;
10. Establish close cooperation with all Alliance C19RM program manager;
11. Liaison between PSM to coordinate COVID product supplies, distribution and monitoring products expiry dates and timely usage;
12. Participate in respond to any request on COVID from the donor and LFA, MoH, WHO and any other external partners;
13. Represent OST component in COVID coordination meetings;
14. Update C19RM program manager with monthly COVID related progress etc;
15. Prepare regular information on web and FB page on C19RM events, success stories and field activities in OST;
16. To communicate with sub-grantees in the field;
17. To organize trainings/meetings/webinars for NGOs and other sub-granters/implementers;
18. Collect and present information on the development and implementation of COVID-19 programs in Ukraine (OST);
19. Draft regular and occasional inner and outer reports as requested by GF, auditing authorities and other controlling bodies.

REPORTS TO: Senior Program Officer: OST

