

Program Assistant: Monitoring & Evaluation

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 programmatic and administrative support as well as effective assistance to functioning of the M&E team.

Contract type: civil contract

Core Requirements:

- Strong commitment to confronting HIV/AIDS and to supporting non-governmental organizations (NGOs) activities in Ukraine.
- Minimum 1 year working experience on the relevant position (within an international organization will be an advantage).
- As an advantage will be previous experience in preparation of business trips documents, initial financial requests, financial reports on conducted events; experience in execution of financial documents to conduct payment for consultants' services.
- High University Degree. Relevant University degree (Public Health, Social Science, Statistics, and Medicine etc.) is a plus.
- Excellent verbal and written communication skills in English, Ukrainian and Russian.
- High level of computer literacy and excellent typing skills. Experience with 1C program is a plus.
- Analytical skills and attention to details. Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.

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 "**Program Assistant: Monitoring & Evaluation**".

Deadline for applications: 6 pm, December 23rd, 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

Job Title: Program Assistant: Monitoring & Evaluation

Department: Programs

Team: Strategic Information, Monitoring and Evaluation

Position Type: civil contract

Band: 5

JOB PURPOSE:

to provide programmatic and administrative support as well as effective assistance to functioning of the M&E team.

POSITION REQUIREMENTS:

- Strong commitment to confronting HIV/AIDS and to supporting non-governmental organizations (NGOs) activities in Ukraine.
- Minimum 1 year working experience on the relevant position (within an international organization will be an advantage).
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DUTIES AND RESPONSIBILITIES:

- Provide support to the team members.
- Prepare Terms of Reference (ToR) for M&E consultants.
- Prepare Travel requests/Travel advance forms for M&E team members.
- Process internal documents (arrange signing, prepare Payment Orders, other if required).
- Coordinate signing contracts with partners and suppliers.
- Arrange incoming and outgoing M&E documents flow.
- Coordinate logistics of trainings and meetings; assist during training and meeting delivery.
- Arrange business-trips for M&E team members, consultants and international partners.
- Support preparation of all sections of final reports to donor-organizations.
- Monitor timely submission of reports by the grantees and control their compliance with the Alliance reporting standards.
- Assist in maintaining relevant databases.
- Collect the latest statistical data from the AIDS Center, coordinate posting on the website.
- Support editing/proofreading/printing of the M&E team publications.
- Verify the conformance of performed tasks by external consultants with work plan and set objectives.
- Collect and analyse information needed for the operation of the M&E team.
- Continuously improve professional and personal skills relevant to the job through self-training and corporate training courses.
- Undertake other reasonable and related tasks identified by the M&E team.

REPORTS TO: Associate Director: Strategic Information, Monitoring and Evaluation