

Project Officer: HealthLink

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.

The immediate duties of the officer will relate to implementation of PEPFAR/USAID funded HealthLink project aiming to accelerate Ukraine's efforts to end HIV by improved access of vulnerable and affected populations to HIV prevention services, testing and immediate initiation of treatment with appropriate level of psychosocial support and efforts to eliminate stigma and discrimination that restricts access to vital services. The Alliance for Public Health implements the project in partnership with the All-Ukrainian Network of PLHIV and a number of field level non-governmental organizations and healthcare facilities in 12 prioritized regions of Ukraine.

Purpose: to ensure effective implementation of assigned activities related to HIV prevention, detection, care and treatment at the national and regional level in close collaboration with relevant governmental and non-governmental organizations, as well as activities related to the development of technical and organizational capacity of local partner organizations implementing programs in the field.

Contract type: civil contract

Core Requirements:

- Strong commitment to confronting HIV/AIDS and motivation to work;
- 2 years of experience in HIV prevention, care or related areas;
- Working experience with/in HIV-service organizations, local NGOs, governmental, and/or international institutions;
- Knowledge of epidemiological situation and specific characteristics of HIV/AIDS programs in Ukraine (desirable);
- Knowledge/experience of the delivery of services to populations vulnerable to HIV infection (people who use drugs, sex workers, gay, bisexual and other men who have sex with men is an advantage);
- Relevant university degree (Public Health, Social Science, Medicine etc.);
- Excellent command of written and spoken Ukrainian and Russian. Ability to read and understand English texts is essential. Knowledge of English at intermediate level is an advantage;
- High level of computer literacy, including all standard office applications including Excel;
- Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines;
- Readiness to travel within Ukraine.

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: HealthLink**".

Deadline for applications: 6 pm, January 25th, 2022.

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
Team: HealthLink Project
Department: Program
Contract Type: civil contract

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DUTIES:

1. Manage day-to-day technical, administrative and financial operations related to supporting the implementation of assigned activities (prevention, care and support, PrEP or other depending on current priorities);
2. Implement project improvements and innovations based on available evidence;
3. Coordinate all aspects of Alliance-funded activities, monitor and evaluate Alliance-funded projects implemented by partner organizations in the field, provide focused technical support to the Alliance partners/grantees;
4. Coordinate general program communication with the partners/grantees, including regular grantees' meetings;
5. At implementation level, coordinate all phases of subcontract cycle from needs and situation assessments to report and other data analysis;
6. Monitor timely submission of reports and other relevant documentation from partners;
7. Assess the capacity and prioritize the needs of potential partners/grantees, participate in evaluation of project proposals/applications submitted to the Alliance by applying organizations;
8. Contribute to the development and implementation of plans for the delivery of technical assistance to partners;
9. Provide ongoing remote and on-site mentoring of partners in relation to various phases of project implementation including assessments, intervention design and evaluation;
10. Suggest appropriate structural, managerial, financial and programmatic solutions to achieve optimal results at Alliance and partners' level;
11. Collect, process, analyze and present relevant information required to ensure effective implementation of the assigned activities;
12. Work with the rest of the Alliance team to identify and utilize synergies in working activities;
13. Attend relevant professional meetings to exchange information and represent the interests of the Alliance in the assigned areas;

14. Contribute to preparation of reports to donor agencies and other relevant institutions as appropriate;
15. Process internal documents;
16. Undertake other duties as required.

REPORTS TO: Senior Project Manager