

Personal Assistant to Deputy Executive Director: Programs

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 support to the Director's work, which includes: overall leadership; representation and external relations; management of Program department; strategic planning and work planning; fund-raising and donor relations and initiation of special projects.

Contract type: civil contract

Core Requirements:

- Strong motivation to this kind of work.
- University degree.
- 1 year plus of working experience in international organization.
- Experience of successfully working with senior management (essential).
- Excellent oral and written communication skills in English, Ukrainian and Russian are essential.
- Analytical skills and attention to details.
- Good correspondence maintenance skills.
- High level of computer literacy (MS Office; 1 C is a plus).
- Excellent typing skills.
- Interest in healthcare and social issues related to it.
- Ability to develop quick understanding of the organization and ways of working, as well as to establish rapport with key people in the organization.
- Ability to manage multiple tasks and meet deadlines.
- Ability to use initiative and work with little direct supervision
- Ability to maintain confidentiality

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 "**Personal Assistant to Deputy Executive Director: Programs**".

Deadline for applications: 6 pm, May 2nd, 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

Job Title: Personal Assistant to Deputy Executive Director: Programs

Department: Programs

Position Type: civil contract

JOB PURPOSE:

to provide support to the Director's work, which includes: overall leadership; representation and external relations; management of Program department; strategic planning and work planning; fund-raising and donor relations and initiation of special projects

POSITION REQUIREMENTS:

- Strong motivation to this kind of work.
- University degree.
- 1 year plus of working experience in international organization.
- Experience of successfully working with senior management (essential).
- Excellent oral and written communication skills in English, Ukrainian and Russian are essential.
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DUTIES AND RESPONSIBILITIES:

GENERAL SUPPORT:

- Provide assistance and general support to the Deputy Executive Director: Programs, including: logistical preparation and minuting of management team meetings, management consultation meetings and other management meetings and workshops as required. Organizing diary management and email management; replying to routine correspondence and phone calls; documenting team retreats; and liaison with the Admin Team on travel arrangements for overseas visits, workshops and meetings;
- Provide assistance to other Directors, as required for the execution of Alliance activities;
- Respond to routine correspondence relating to Alliance office;
- Attend regional and program team meetings as required. Prepare and circulate minutes;
- Do subject filing for the whole activities related to the Director's work; liaise with Alliance secretary to establish new files as needed;
- Assist with preparation for the Deputy Executive Director: Programs participation in one-off events and conferences;
- Coordinate arrangements and provide support for international meetings;
- Coordination and arrangement of international experts (APH consultants) visits, including ensuring due payments to consultants as required, making travel, accommodation, car rental and other arrangements for them;
- Ongoing research project support, including processing of internal documents for project consultants (ToR, payments orders, other if required), monitoring timely submission of reports by the consultants, coordinating and organizing meetings of the project stakeholders;
- Anticipate extra support needs or replacement support and solicit assistance from the Administration team as needed.

INFORMATION SHARING:

- Co-ordinate, develop and maintain technical resources for Deputy Executive Director: Programs partners in conjunction with other staff.
- Co-ordinate the exchange of information with Deputy Executive Director: Programs Partners.
- Liaise with other Alliance staff to provide information as required (e.g. providing relevant contributions to Alliance News and quarterly reports for Alliance Supporters).

- Assist in preparation of materials about Alliance activities or documentation of different events, etc.

INFORMATION SYSTEMS SUPPORT:

Together with other Assistants:

- Co-ordinate and maintain the Alliance's computerized database of program partner activities; analyze database for reporting on program activities;
- Develop and maintain information-sharing activities regarding the project;
- Develop and maintain a database of Alliance technical resources;
- Maintain the Deputy Executive Director: Programs information system (country background and technical information).

Contact with trustees:

- Maintaining relationships with the Alliance's trustees, key-partners and ensuring ongoing exchange of relevant documents and information;
- Maintain filing system for trustees related information;
- Organize logistics for bi-annual trustee meetings;
- Minuting of trustee meetings;
- Inform trustees of developments within the Alliance by researching and writing regular newsletters.

Liason with and support to the Partnerships team

- Assisting with cross team-work;
- Attend the Partnership team meetings;
- Be aware of how the Program database is used and be able to extract information

GENERAL OFFICE SUPPORT:

- Deputize Personal Assistant to Executive Director in his/her absence, namely, prepare documents for SMT meetings, SMT meetings minutes, participate in development of SMT quarterly plans, maintain and implement SMT procedures, such as SMT Calendar and Rolling agenda;
- Participate in Management Team meetings and/or other internal/external meetings, including minute taking and coordinating follow-ups afterwards;
- Maintaining some operational communication with the Alliance Secretariat contact person and ensure ongoing exchange of relevant documents and information, donors, and members of the Alliance constituency (International non-governmental organizations);
- Answer routine enquiries for information;
- Provide general office support when necessary, including providing Executive Director reception and telephone cover;
- Maintain communication links with and between office staff when one or more of them is/are away from the office;
- Provide general office support when necessary;
- Provide support to other teams when possible as needed.

OTHER:

- Maintain good relations with local partner/donor organizations and external agencies in a manner appropriate to the Program Assistant function;
- Represent the Alliance in appropriate fora;
- Provide ad hoc advice to partner organizations as required;
- Keep up to date on HIV/AIDS policy developments;
- Undertake other duties as required.

REPORTS TO: Deputy Executive Director: Programs