

Senior Programme Officer: Crisis response (humanitarian aid)

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 effective implementation of assigned activities related to supporting communities in their emergency response efforts and ensuring people live their lives with dignity and access the required assistance in crisis conditions at the national and regional level in close collaboration with relevant governmental and non-governmental organisations, as well as activities related to the development of technical and organisational capacity of local partners implementing programmes in the field.

Contract type: civil contract

Core Requirements:

- Working experience with/in local NGOs, governmental, and/or in the delivery emergency response (humanitarian aid);
- Relevant university degree (public health, social science, medicine etc.);
- High level of computer literacy, including all standard office applications;
- 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/or Ukrainian to vacancy@aph.org.ua. Subject line should contain “**Senior Programme Officer: Crisis response (humanitarian aid)**”.

Deadline for applications: 6 pm, July 26th, 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: Senior Programme Officer
Team: Crisis response (humanitarian aid)
Department: Programme
Contract Type: civil contract

PURPOSE: to ensure effective implementation of assigned activities related to supporting communities in their emergency response efforts and ensuring people live their lives with dignity and access the required assistance in crisis conditions at the national and regional level in close collaboration with relevant governmental and non-governmental organisations, as well as activities related to the development of technical and organisational capacity of local partners implementing programmes in the field.

REQUIREMENTS:

Working experience with/in local NGOs, governmental, and/or in the delivery emergency response (humanitarian aid);

- Relevant university degree (public health, social science, medicine etc.);
- High level of computer literacy, including all standard office applications;
- Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.
- Readiness to travel within Ukraine.

DUTIES:

1. Manage day-to-day technical, administrative and financial operations that relate to the work of partner NGOs and mobile teams implementing the emergency response programme;
2. Coordinate all aspects of activities implemented by the Alliance for Public Health (APH) and its partners, provide focused technical support to partners and teams;
3. Coordinate general programme communication with the partners/grantees, including regular grantees' meetings;
4. At implementation level, coordinate all phases of subcontract cycle from needs and situation assessments to report and other data analysis;
5. Monitor timely submission of reports and other relevant documentation from partners;
6. Assess the capacity and prioritise the needs of potential partners/grantees, participate in evaluation of project proposals/applications submitted to APH by applying organisations;
7. Contribute to the development and implementation of plans for the delivery of technical assistance to partners;
8. Provide ongoing remote and on-site mentoring of partners in relation to various phases of project implementation including assessments, intervention design, implementation and evaluation;
9. Suggest appropriate structural, managerial, financial and programmatic solutions to achieve optimal results at APH and partners' level;
10. Collect, process, analyse and present relevant information required to ensure effective implementation of the assigned activities;
11. Work with the rest of APH team to identify and utilise synergies in working activities;
12. Contribute to the evaluation and strategic review of APH programs;
13. Attend relevant professional meetings to exchange information and represent the interests of APH and its partners in the assigned areas;
14. Contribute to preparation of reports to donor agencies and other relevant institutions as appropriate;
15. Support Programme Manager in conducting regular meetings with stakeholders;
16. Process internal documents;
17. Undertake other duties as required.

REPORTS TO:

Programme Manager: Crisis response (humanitarian aid)