

Programme Assistant: 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 provide programmatic and administrative support as well as effective general assistance to functioning of Crisis response (humanitarian aid) team at the Alliance for Public Health (APH).

Contract type: civil contract

Core Requirements:

- Minimum 1 year working experience in a relevant position (within an international organisation will be an advantage).
- Strong motivation to work and commitment to support non-governmental organisations (NGOs) and/or crisis response (humanitarian aid) activities in Ukraine.
- 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 consultancy services.
- Analytical skills and attention to details, ability to manage multiple tasks and meet deadlines.
- Ability to think clearly and precisely is essential.
- High level of computer literacy and excellent typing skills. Experience with 1C program is a plus.
- Working experience with databases is preferable.
- Excellent verbal and written communication skills in Ukrainian and English..

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 to vacancy@aph.org.ua. Subject line should contain “**Programme Assistant: Crisis Response (Humanitarian Aid)**”.

Deadline for applications: 6 pm, May 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: Programme Assistant
Team: Crisis Response (Humanitarian Aid)
Department: Program
Contract Type: civil agreement

PURPOSE: To provide programmatic and administrative support as well as effective general assistance to functioning of Crisis response (humanitarian aid) team at the Alliance for Public Health (APH).

POSITION REQUIREMENTS:

- Minimum 1 year working experience in a relevant position (within an international organisation will be an advantage).
- Strong motivation to work and commitment to support non-governmental organisations (NGOs) and/or crisis response (humanitarian aid) activities in Ukraine.
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DUTIES AND RESPONSIBILITIES:

1. Organise circulation of documents.
2. Assistance in coordinating the programme activities of the project: correspondence with partners, consultants, service providers, suppliers, etc.
3. Logistics and support for events conducted by the Crisis response team.
4. Prepare packages of documents for organisation of events (trainings, workshops, working meetings, expert groups, project proposal review committees, round tables etc.) and manage document circulation (preparing and submitting logistic requests, coordinating participants' invitation and selection, preparing the participants list with relevant information, preparing document package for logistic payments, gathering and generalising participants' feedback on events if required, completing final report on the event as well as document package for the final payment, documenting the event (photo, protocol etc.), monitor an event if required by the line manager.
5. Take part in trainings, workshops and working meetings preparation, assist during trainings delivery.
6. Prepare and process documents for the project team consultants, arrange and monitor relevant payments.
7. Translate correspondence, documentation and other relevant materials needed for the project team.
8. Organise and provide coordination to visits of project team staff and consultants. Prepare documents' package for the visits of the project team staff and consultants in accordance with APH procedures.
9. Coordination and information exchange with other departments on programmes routine business and emerging issues.
10. Information management (filing, storing, exchanging letters, archiving etc.) related to Crisis response team.
11. Generation of interim updates and reports on various aspects of activities implemented by the team.
12. Undertake other reasonable and related tasks identified by the line manager required for the successful implementation of the project as necessary for the fulfilment of strategic objectives.

REPORTS TO: Programme Manager: Crisis Response (humanitarian aid)