

Programme Manager: 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: The Programme Manager is responsible for the implementation and management of the Alliance for Public Health (APH) Crisis Response (Humanitarian Aid) Team during war and during the recovery period. The Crisis Response Programme is implemented to provide support to communities in their emergency response efforts and ensure people live their lives with dignity and access the required assistance in crisis conditions. The Programme Manager will manage the APH's response to the humanitarian crisis caused by the war and will ensure that partners and the Crisis Response Team develop the capacity to effectively implement crisis responses, direct humanitarian assistance to vulnerable communities, programme implementation and adequate reporting.

Contract type: civil contract

Core Requirements:

- A Master degree in a relevant field, or equivalent working experience;
- At least 5 years technical experience, including substantial field-based experience in emergencies and working with refugees and vulnerable groups;
- Deep understanding of the local context;
- Commitment to human rights-based approach, inclusivity and accountability to affected communities;
- Experience and high competence in liaising with government authorities, NGOs, UN agencies and other relevant stakeholders;
- Demonstrated ability to plan and manage complex programmes;
- Excellent team support and supervision skills;
- Proven management skills with effective personal communication skills;
- Flexibility and ability to take initiative to adapt to changing circumstances;
- Financial management skills and accountability;
- Excellent oral and written communication skills in Ukrainian, English, Russian;
- Positive attitude towards work and ability to work effectively within a team;
- Discreet and able to make good judgments about the flow of information;
- Ability and willingness to work in challenging programme locations;
- Able to travel up to 20% of the working time.

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 “**Programme Manager: 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

Job Title: Programme Manager
Team: Crisis response (humanitarian aid)
Department: Programmes
Position Type: civil contract

JOB PURPOSE:

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POSITION REQUIREMENTS:

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DUTIES AND RESPONSIBILITIES:

1. Ensure timely and quality delivery of the emergency response programme
2. Develop and monitor detailed operational plans of APH and local partners in accordance with the overall response strategy
3. Supervise and manage programme staff and volunteers working on the emergency response, including providing on the ground support and guidance
4. Ensure international principles and approaches to emergencies are integrated into the response
5. Follow the humanitarian principles, standards and guidelines, and ensure these are adhered to by APH staff, partner staff and volunteers
6. Ensure that effective tools, processes and mechanisms to ensure transparency and accountability to affected communities are in place
7. Provide regular updates to the national team, national and international partners
8. Provide technical guidance to the programme and incorporate internationally acknowledged standards and best practice
9. Provide capacity building and induction for local partner organisations and volunteers engaged in the emergency response programme
10. Identify intervention opportunities and support programme advisors to develop further funding proposals
11. Represent the programme with external stakeholders (including government, UN agencies,

- NGOs) and seek to build appropriate partnerships
12. Provide regular updates to partners and oversight bodies which guide the programme implementation
 13. Work with finance and administration colleagues to programme budgets including setting monthly forecasts and ensuring that line items are appropriately spent
 14. Identify areas where additional resources may be needed and work with APH management to re-allocate funds within the budget and identify additional funding sources as necessary
 15. Work with relevant staff to ensure M&E plan is being implemented, data is being collected from the field and regular reports are being produced
 16. Conduct regular field visits to support staff and monitor implementation of the response
 17. Use M&E data to regularly review and modify programme approaches and activities to achieve expected results
 18. Prepare regular reports and other documents for the programme

REPORTS TO: Senior Advisor