

The **International Charitable Foundation “Alliance for Public Health”**  
announces external recruitment to fill the following position:

### **Human Resources Officer**

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 support and implement HR policies in the areas of recruitment and new recruits induction aiming at attraction, recruiting and putting on board high qualified staff in all sectors.

**Contract type:** civil contract

#### **Core Requirements:**

- Experience in Human Resources sphere, knowledge of search, selection techniques.
- Experience in design and implementation of induction programs for new starters.
- Written and spoken Ukrainian, Russian and English are required.
- High level of computer literacy (MS Office). Experience with 1C is a plus.
- Communicative and negotiating skills. Ability to deliver messages in a positive way.
- A proactive, organized, productive approach is essential.
- Ability to think clearly and precisely articulate is essential.
- Able to handle several tasks simultaneously.

**We offer:** work in a dynamic organization with encouraging working environment, attractive remuneration and benefits package, opportunities for professional and career development and growth.

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](mailto:vacancy@aph.org.ua). Subject line should contain “ref: **HR Officer**”.

**Deadline for applications:** 6 pm, July 11<sup>th</sup>, 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 vulnerable groups devoted to Public and Personal Health issues.*

## DESCRIPTION OF SERVICES

**Job Title:** HR Officer  
**Department:** Organizational Development  
**Team:** Human Resources  
**Contract Type:** Civil contract  
**Band:** 4

**JOB PURPOSE:** To support and implement HR policies in the areas of recruitment and new recruits induction aiming at attraction, recruiting and putting on board high qualified staff in all sectors.

### POSITION REQUIREMENTS:

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### DUTIES AND RESPONSIBILITIES:

1. Advise Head of HR as to the efficiency of the current recruitment and induction procedure and any improvements needed. Implement HR policies in the recruitment and induction areas.
2. Carry out recruitment process for assistants', specialists' and managers' positions (jobs in Band 6, Band 5 and Band 4): participate in the interviews, coordinate wrap-up sessions and prepare assessment tables, recruitment summary reports and job offers.
3. Coordinate technical aspect of recruitment process: set up recruitment files in hard and soft copies, monitor recruitment inbox, forward applicants' documents to the managers involved, prepare interview packs, arrange interviews and testing procedures, carry out recruitment filing and archiving.
4. Coordinate the arrangement of working place for new staff members.
5. Support and coordinate new staff induction plans.
6. Coordinate the probation period of newly hired staff: sent notifications to line managers, keep records of probation periods.
7. Prepare reports: statutory reports on HR related issues, reports on staff turnover.
8. Implement, maintain and regularly update: staff records (staff contacts, birthday etc), Organization chart on monthly basis, or upon request.
9. Prepare and process documents: PE administration, Payment Orders, Terms of References when required.
10. Participate in HR team activity and budget planning.
11. Deputize Senior HR Officer in HR administration.
12. Continuously improve professional and personal skills relevant to the job through self-training and development as well as corporate training courses.
13. Undertake other duties as required.

**REPORTS TO:** Head of Human Resources Team