

Program Officer (Subgranting Unit)

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 effective functioning of the national programs and programs implemented in the designated regions by overseeing and supporting the technical and organizational capacity of local non-governmental organizations (NGOs) and other partner organizations working in the field of HIV/STI/TB prevention; contribute to developing a strategy to respond to the epidemic on the national and regional level.

Contract type: civil contract

Core Requirements:

- Strong commitment to confronting HIV/AIDS and motivation to work.
- Experience in HIV prevention, care, and support including overseeing the development and implementation of HIV/AIDS programs in Ukraine.
- Working experience with/in HIV-service organizations, governmental, non-governmental or international institutions is required.
- Knowledge of the epidemiological situation in Ukraine and specifics of HIV/AIDS programs in the region is desirable.
- Relevant University degree (Public Health, Social Science, Medicine, etc.) is a plus.
- Good command of written and spoken Ukrainian and Russian. Ability to read and understand English texts is essential. Knowledge of English at an intermediate level is an advantage.
- High level of computer literacy.
- Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.

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 “**Program Officer (Subgranting Unit)**”.

Deadline for applications: 6 pm, September 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: Program Officer
Department: Program
Contract Type: civil contract

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REQUIREMENTS:

- Strong commitment to confronting HIV/AIDS and motivation to work.
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- Working experience with/in HIV-service organizations, governmental, non-governmental or international institutions is required.
- Knowledge of the epidemiological situation in Ukraine and specifics of HIV/AIDS programs in the region is desirable.
- Relevant University degree (Public Health, Social Science, Medicine, etc.) is a plus.
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DUTIES:

1. Organize, coordinate and control national programs fulfillment by partner NGOs and programs implemented in the designated regions.
2. Develop technical tasks for the announcement of project competitions.
3. Assess the capacity and prioritize the needs of potential grantees, and evaluate project applications submitted to the Alliance for Public Health (hereinafter - Alliance) by applying organizations.
4. Prepare the necessary applications for grant agreements with partners according to the results of competitions.
5. Conduct monitoring of the designated NGOs to provide technical support and evaluate the quality and efficiency of project activities in regions and programs implemented at the national level.
6. Analyze and approve reports provided by NGOs to the Alliance regularly.
7. Contribute information on program fulfillment to the Alliance reports to the donors, governmental structures, and international and other organizations.
8. Conduct periodic analysis data entry by NGOs into the online database Syrex and residues of consumables
9. Monitor timely submission of sub-grantees reports.
10. Contribute to activities of local coordination Councils on HIV/TB and State administrations.
11. Cooperate and coordinate activities of the regional NGOs and their partners.
12. Analyze the NGO projects effectiveness, suggest areas for development, actively identify potential risks and suggest proper actions for their solving.
13. Coordinate and organize regional visits of international experts, workshops, and stakeholders meetings.
14. Actively develop such areas of program work as overdose prevention, HIV prevention among PWID, SW, MSM, transgender people, etc.
15. Participate in the relevant bidding processes for procurement related to the Programs Department, and prepare relevant requests for SMT.
16. Improve professional skills and develop personal abilities constantly to raise work efficiency while attending trainings, educational sessions, and self-improvement.
17. Perform other duties as required.

AUTHORITIES

Budget Authority: No

SUPERVISION OF STAFF: none

REPORTS TO: Head of Grant Management

Signature:

Date: “ ___ ” _____ 2022