

Senior Program Officer: Healthlink Project

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 HIV prevention, detection, care and treatment at the national and regional level in close collaboration with relevant governmental and non-governmental organizations, as well as activities related to the development of technical and organizational capacity of local partner organizations implementing programs in the field.

Contract type: civil contract

Core Requirements:

- 2 years of 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, local NGOs, governmental, and/or international institutions;
- Relevant University degree (Public Health, Social Science, Medicine etc.);
- Excellent command of written and spoken Ukrainian and Russian. Ability to read and understand English texts is essential. Knowledge of English at intermediate level is an advantage;
- High level of computer literacy, including all standard office applications including Excel;
- 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 Program Officer: Healthlink Project**”.

Deadline for applications: 6 pm, August 29th, 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 Program Officer: Healthlink Project

Department: Program

Contract Type: civil contract

PURPOSE: to ensure effective implementation of assigned activities related to HIV prevention, detection, care and treatment at the national and regional level in close collaboration with relevant governmental and non-governmental organizations, as well as activities related to the development of technical and organizational capacity of local partner organizations implementing programs in the field.

REQUIREMENTS:

- Strong commitment to confronting HIV/AIDS and motivation to work;
- 2 years of 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, local NGOs, governmental, and/or international institutions;
- Knowledge of epidemiological situation and specific characteristics of HIV/AIDS programs in Ukraine (desirable);
- Relevant University degree (Public Health, Social Science, Medicine etc.);
- Excellent command of written and spoken Ukrainian and Russian. Ability to read and understand English texts is essential. Knowledge of English at intermediate level is an advantage;
- High level of computer literacy, including all standard office applications including Excel;
- Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines;
- Readiness to travel within Ukraine.

DUTIES:

1. Organize, coordinate and control programs activities fulfillment by partner NGOs and programs implemented in the designated regions;
2. Develop technical tasks for announcement of project competitions;
3. Assess the capacity and prioritise the needs of potential grantees, evaluate project applications submitted to the Alliance Ukraine by applying organizations;
4. Manage day-to-day technical, administrative and financial operations related to assigned activities;
5. Implement project improvements and innovations based on available evidence;
6. Coordinate all aspects of Alliance-funded activities, monitor and evaluate Alliance-funded projects implemented by partner organizations in the field, provide focused technical support to the Alliance partners/grantees;
7. Coordinate general program communication with the partners/grantees, including regular grantees' meetings;
8. At implementation level, coordinate all phases of subcontract cycle from needs and situation assessments to report and other data analysis;
9. Monitor timely submission of reports and other relevant documentation from partners;
10. Assess the capacity and prioritize the needs of potential partners/grantees, participate in evaluation of project proposals/applications submitted to the Alliance by applying organizations;
11. Contribute to the development and implementation of plans for the delivery of technical assistance to partners;
12. Provide ongoing remote and on-site mentoring of partners in relation to various phases of project implementation including assessments, intervention design and evaluation;
13. Suggest appropriate structural, managerial, financial and programmatic solutions to achieve optimal results at Alliance and partners' level;
14. Collect, process, analyze and present relevant information required to ensure effective implementation of the assigned activities;
15. Work with the rest of the Alliance team to identify and utilize synergies in working activities;
16. Contribute to the evaluation and strategic review of the Alliance programs;
17. Attend relevant professional meetings to exchange information and represent the interests of the Alliance in the assigned areas;
18. Represent Alliance-Ukraine programs on the local and national levels;
19. Cooperate and coordinate activities of the regional NGOs and their partners;
20. Contribute to preparation of reports to donor agencies and other relevant institutions as appropriate;
21. Support Senior Project Manager in conducting regular meetings with stakeholders;
22. Process internal documents;
23. Undertake other duties as required.

REPORTS TO: Senior Project Manager