

## **Program Assistant: Monitoring & Evaluation**

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 assistance to functioning of the M&E team.

**Contract type:** civil contract

### **Core Requirements:**

- Minimum 1 year working experience on the relevant position (within an international organization will be an advantage).
- As an advantage will be previous document management and payments preparation experience.
- Experience in the organization of duty travels.
- High University Degree. Relevant University degree (Administration, Public Health, Social Science, Management etc.) is a plus.
- Excellent verbal and written communication skills in English, Ukrainian and Russian.
- High level of computer literacy. Experience with 1C program is a plus.
- Organizational skills and attention to details. Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.
- Self and Time-Management skills.
- Good negotiation and communication skills.

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 "**Program Assistant: Monitoring & Evaluation**".

**Deadline for applications:** 6 pm, May 12<sup>th</sup>, 2023.

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:** Program Assistant: Monitoring & Evaluation

**Department:** Programs

**Team:** Strategic Information, Monitoring and Evaluation

**Position Type:** civil contract

**Band:** 5

**JOB PURPOSE:** to provide programmatic and administrative support as well as effective assistance to functioning of the M&E team.

### POSITION REQUIREMENTS:

- Minimum 1 year working experience on the relevant position (within an international organization will be an advantage).
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### DUTIES AND RESPONSIBILITIES:

- Provide support to the team members.
- Prepare Terms of Reference (ToR), requests, travel advance forms.
- Prepare and process documents for the project team consultants, arrange and monitor relevant payments.
- Coordinate fulfillment of providers' work, assist during training and meeting delivery.
- Arrange incoming and outgoing M&E documents flow.
- Arrange business-trips for M&E team members.
- Coordinate editing/proofreading/printing of the M&E team publications.
- Correspondence in English and Ukrainian (official letters, emails).
- Collect and analyze information needed for the operation of the M&E team.
- Continuously improve professional and personal skills relevant to the job through self-training and corporate training courses.
- Undertake other reasonable and related tasks identified by the M&E team.

**REPORTS TO:** Associate Director: Strategic Information, Monitoring and Evaluation