

**Project Manager: "Comprehensive medical and psychosocial support of victims of violence and woman who inject drugs"**

The International Charitable Foundation 'Alliance for Public Health' announces external recruitment to fill the position of **Project Manager: "Comprehensive medical and psychosocial support of victims of violence and woman who inject drugs"**

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 management of all activities related to the provision of "Comprehensive medical and psychosocial support of victims of violence and woman who inject drugs" project; contribute to developing OAT strategy to response to the epidemic on national and regional level. To ensure that the project is realized based on the principles of implementation science: development and testing of innovative interventions.

**REQUIREMENTS:**

- 3+ years of experience in HIV prevention, care and support including overseeing the development and implementation of HIV/AIDS programs in Ukraine. Experience in OAT is preferable.
- 1+ years of experience in HIV prevention & treatment programs within international organization.
- Working experience with/in HIV-service organizations, local NGOs, governmental, and/or international institutions.
- Working experience in GBVH issues (Gender-Based Violence and Harassment) is an advantage.
- Relevant University degree (Public Health, Social Science, Medicine etc.).
- Knowledge of OAT, epidemiological situation in Ukraine, and specifics of HIV/AIDS programs in the region.
- Excellent command of written and spoken Ukrainian and English;
- 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:**

- Take a leading role in project implementation, direct resources of the team to most crucial and important areas in the project.
- Establish partnerships and ensure high level of coordination and nurtured relationships with Healthcare facilities, sub-recipients, partners NGO, PHC of MoH of Ukraine, Regional health department
- Forming and coordination of the effective project team work, time management of the project team, holding regular meetings within the team.
- Oversee management of subcontracts.
- Coordinate technical support provision through planning, systematic solutions, and innovative methods.
- Monitor the overall contract compliance and the preparation and tracking of budgets and deliverables, ensuring that funds passed to contractors and sub-grantees are adequately accounted for.
- Development of structural, managerial, financial solutions and principles to achieve advanced project results.
- Coordination of procurement activities of the project needs in cooperation with Alliance's procurement department.
- Active interaction with partners and participation in stakeholder's meetings.
- Interaction with the donor within the optimization process of the project (development of annual/quarterly plans and reports for the project unit as well as for the Alliance and the donor).
- Development of technical specifications for sub-granters activities.
- Participation in development of new proposals, taking into consideration the needs and gaps in the implementation of the active OAT program/Treatment.
- Analysis of risks and working out of plans for its elimination.
- Calculation of the needs for resources of various kinds (financial, material, HR).

- Oversee internal management of the project including the budget and performance monitoring and evaluation.
- Ensure efficient management of financial resources, including the review and approval of program budgets.
- Carry out supervisory responsibilities in accordance with the organization's policies.
- Analysis of the progress of the project as a whole, as well as its individual tasks
- Planning and coordination of the project team's work, training of the team.

**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 in English and a covering letter in English or Ukrainian to [vacancy@aph.org.ua](mailto:vacancy@aph.org.ua). Subject line should contain **Project Manager: "Comprehensive medical and psychosocial support of victims of violence and woman who inject drugs"**.

**Deadline for applications:** 6 p.m., January 26th, 2024.

*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.*

*The International Charitable Foundation "Alliance for Public Health" applies zero tolerance policy with regard to sexual exploitation, abuse or harassment and related abuse of power or authority. It is expected that all selected candidates will adhere to the highest ethical standards and will undergo rigorous reference and background checks.*

## DESCRIPTION OF SERVICES

**Title:** Project Manager: Treatment

**Department:** TPSM

**Contract Type:** civil contract

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### REQUIREMENTS:

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- 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 AND RESPONSIBILITIES::**

- Take a leading role in project implementation, direct resources of the team to most crucial and important areas in the project
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- Forming and coordination of the effective project team work, time management of the project team, holding regular meetings within the team
- Oversee management of subcontracts
- Coordinate technical support provision through planning, systematic solutions, and innovative methods
- Monitor the overall contract compliance and the preparation and tracking of budgets and deliverables, ensuring that all reporting and contractual requirements are adhered to
- Development of structural, managerial, financial solutions and principles to achieve advanced project results
- Coordination of procurement activities of the project needs in cooperation with Alliance's procurement department
- Active interaction with partners and participation in stakeholders meetings
- Interaction with the donor within the optimization process of the project (development of annual/quarterly plans and reports for the project unit as well as for the Alliance and the donor)
- Development of technical specifications for sub-granters activities
- Participation in development of new proposals, taking into consideration the needs and gaps in the implementation of the active OAT program/Treatment
- Analysis of risks and working out of plans for its elimination
- Calculation of the needs for resources of various kinds (financial, material, HR)
- Oversee internal management of the project including the budget and performance monitoring and evaluation;
- Ensure efficient management of financial resources, including the review and approval of program budgets;
- Carry out supervisory responsibilities in accordance with the organization's policies.
- Analysis of the progress of the project as a whole, as well as its individual tasks
- Identification of barriers that can affect the final result, correction of the situation
- Planning and coordination of the project team's work, training of the team
- Reporting to the TPSM director and senior program manager about the state of the project, plans, possible barriers and advantages of implementing project activities

## **REPORTS TO:**

Senior program manager