

Senior Project Officer: "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 **Senior Project Officer: "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 coordinate the project "Comprehensive medical and psychosocial support of victims of violence and woman who inject drugs" activities at national and regional levels. To ensure that the project is realized based on the principles of implementation science: development and testing of innovative interventions.

REQUIREMENTS:

- Experience in HIV prevention, care and support including overseeing the development and implementation of HIV/AIDS programs in Ukraine;
- At least Masters' degree in Public Health, sociology or related field;
- Working experience with/in HIV-service organizations, local NGOs, governmental, and/or international institutions is required;
- Working experience in GBVH issues (Gender-Based Violence and Harassment) is an advantage;
- Strong organizational and interpersonal skills and ability to work in a team-oriented;
- Experience interacting with senior government and donor representatives;
- Experience in information campaigns support (strategy development, communication and interacting with providers);
- Comfort with managing multiple assignments;
- Solid relationship-building skills; ability to interact with external constituents.
- Good command of written and spoken Ukrainian. Knowledge of English is an advantage
- High level of computer literacy (MS Office);
- Ability to think clearly and precisely articulate is essential;
- Readiness to go to business trips and work full time.

DUTIES:

1. Manage day-to-day technical, administrative and financial operations;
2. Realize project improvement based on the principles of implementation science: development and testing of innovative interventions
3. Coordinate and provide ongoing focused technical and educational support in related project activities at national, regional and local levels;
4. Review technical quality of projects by overseeing and participating in site visits to country program locations to ensure appropriate technical assistance in program implementation, monitor progress and evaluate performance, review and analyze results, and recommend changes in implementation;
5. Develop and maintain a partnership with key experts involved in related activities in the country;
6. At implementation level, coordinate subcontract process of needs assessments for additional data collection and proper analysis;
7. Monitor timely submission of reports;
8. Coordinate and organize visits of experts;
9. Support Project Manager in conducting regular meetings with stakeholders;
10. Process internal documents;
11. Preparation of information about project implementation, creation of presentations and analytical reports, etc;
12. Ensuring document flow in accordance with the internal procedures of the Alliance (working in the 1C system, processing requests, payments, etc.);
13. Regular reporting to the managers on work results, regular approval of work plans;
14. Execution of other project tasks. Undertake other duties as required.

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.apf.org.ua/>

How to apply: Please send your CV in English and a covering letter in English or Ukrainian to vacancy@apf.org.ua. Subject line should contain **Senior Project Officer: "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: Senior Project Officer: Treatment

Department: TPSM

Contract Type: civil contract

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- Good command of written and spoken Ukrainian. Knowledge of English is an advantage
- High level of computer literacy (MS Office);
- Ability to think clearly and precisely articulate is essential;
- Readiness to go to business trips and work full time.

RESPONSIBILITIES:

- Manage day-to-day technical, administrative and financial operations;
- Realize project improvement based on the principles of implementation science: development and testing of innovative interventions
- Coordinate and provide ongoing focused technical and educational support in related project activities at national, regional and local levels;
- Review technical quality of projects by overseeing and participating in site visits to country program locations to ensure appropriate technical assistance in program implementation, monitor progress and evaluate performance, review and analyze results, and recommend changes in implementation;

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REPORTS TO:

Project Manager: Treatment
