

Program Assistant (Grant Management Team)

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.

Purpose: to provide programmatic and administrative support as well as effective general assistance to the Grant Management team.

Core Requirements:

- Working experience in a relevant position (within an international organization will be an advantage).
- A High University Degree Relevant University degree (Public Health, Social Science, etc.) is a plus.
- High command of written and spoken Ukrainian and English. Knowledge of English at the C1 level is an advantage.
- High level of computer literacy and good typing skills. Experience with the 1C, Excell programs is a plus.
- Analytical skills and attention to details. 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 Assistant: Grant Management Team»

Deadline for applications: 6 pm, April 26th, 2024.

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.

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: Program Assistant: Grant Management Team

Department: Programs

Team: Grant Management

Contract Type: civil contract

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Duties:

1. Organize the circulation of documents in the project.
2. Prepare a package of documents for the organization of the project events (trainings, workshops, working meetings, expert groups, project proposals review committees, round tables, etc.) and manage document circulation on the events (preparing and submitting logistic requests, coordinating participants' invitation and selection, preparing the participants list with relevant information, preparing documents package for logistic payments, gathering and generalizing participants' feedback on events if required, completing the final report on the event as well as documents package for the final payment, documenting the event (photo, protocol, etc.), monitor an event if required by Project manager.
3. Participate in trainings, workshops, and working meetings preparation, assisting during training delivery.
4. Monitor the submission of project proposals to the Alliance. Keep a record of the submitted proposals, relevant communications on Calls for Proposals, and other assistance upon request.
5. Monitor the timely submission of reports by the grantees and consultants and control their compliance with the Alliance reporting standards throughout the reporting period.
6. Take part in providing hands-on technical assistance to the Alliance grantees including training, mentoring, problem-solving, and identification of further useful resources.
7. Maintain and monitor the filing system regarding the project.
8. Translate correspondence, documentation, and other relevant materials needed for the project team.
9. Organize coordination to visits of project team staff and external experts. Prepare documents' package for the project team staff and external experts' visits per the Alliance procedures.
10. Maintain and monitor sub-grantees and other relevant databases.
11. Collect and analyze information needed for the operation of the project team.
12. Prepare and process documents for the Grant Management team and consultants, arrange and monitor relevant payments.
13. Undertake other reasonable and related tasks identified by the Manager required for the successful activity of the Team as necessary for the fulfillment of strategic objectives.