

Senior Program Officer: Grant Management Team

The International Charitable Foundation '**Alliance for Public Health**' announces external recruitment to fill the position of «Senior Program Officer: 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 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 effective functioning of the national programs and programs implemented in the designated regions by overseeing and supporting the technical and organizational capacity of local non-governmental organizations (NGOs) and other partner organizations working in the field of HIV/STI/TB prevention; contribute to developing a strategy to respond to the epidemic on the national and regional level.

REQUIREMENTS:

- Strong commitment to confronting HIV/STI/TB and motivation to work.
- Experience in HIV prevention, care, and support including overseeing the development and implementation of HIV/STI/TB programs in Ukraine.
- Working experience with HIV-service organizations, local NGOs, governmental, and/or international institutions is required.
- Knowledge of the epidemiological situation in Ukraine and specifics of HIV/STI/TB programs in the regions is desirable.
- Relevant University degree (Public Health, Social Work, Medicine, etc.).
- Good command of written and spoken Ukrainian. Knowledge of English is an advantage.
- Strong communication and presentation skills. High level of interpersonal skills and integrity; solid team player.
- Ability to perform assigned tasks independently and meet tough and multiple deadlines.
- High level of computer literacy, especially in Excel, and PowerPoint.
- Readiness to fulfill monitoring visits to the regions and provide consultancy services in full-time mode.

Contract type: Civil contract.

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

Subject line should contain **"Senior Program Officer: Grant Management Team"**

Deadline for applications: 6 pm, April 30th, 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 Program Officer: Grant Management Team
Department: Programs
Team: Grant Management
Contract Type: civil contract

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RESPONSIBILITIES:

1. Organize, coordinate, and control national program fulfillment by partner NGOs and programs implemented in the designated regions.
2. Develop technical tasks for the announcement of project competitions.
3. Assess the capacity and prioritize the needs of potential sub-grantees, and evaluate project applications submitted to the Alliance for Public Health (hereinafter — Alliance) by applying organizations.
4. Prepare the necessary applications for sub-grant agreements with partners according to the results of competitions.
5. Conduct monitoring visits to the designated NGOs to provide technical support and evaluate the quality and efficiency of project activities in regions and programs implemented at the national level.
6. Analyze and approve reports provided by NGOs to the Alliance regularly.
7. Contribute information on program fulfillment to the Alliance reports to the donors, governmental structures, and international and other organizations.
8. Conduct periodic analysis data entry by NGOs into the online database Syrex and residues of consumables
9. Monitor timely submission of sub-grantees reports.
10. Contribute to activities of local coordination Councils on HIV/TB and State administrations.
11. Cooperate and coordinate activities of the regional NGOs and their partners.

12. Analyze the NGO projects effectiveness, suggest areas for development, actively identify potential risks, and suggest proper actions for their solving.
13. Coordinate and organize regional visits of international experts, workshops, and stakeholders' meetings.
14. Actively develop such program activities as case management, HIV prevention among key populations, etc.
15. Participate in the relevant Call for Proposal related to the Programs Department, and prepare relevant requests for SMT.
16. Maintain close communication with the other Alliance teams relevant to HIV/STI/TB projects implementation.
17. Deputize the Head of Grant Management Team when required.
18. Improve professional skills and develop personal abilities constantly to raise work efficiency while attending trainings, educational sessions, and self-improvement.
19. Perform other duties as required.