

Senior Project Officer (Programmatic Monitoring and 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.

PURPOSE: To support whole the process of programmatic data collection and ensure the effective monitoring and evaluation of Alliance projects. To design the programmatic planning and reporting system used by the Alliance, including all procedures of the reporting cycle: grantees reporting formats and guidelines, Alliance data processing and reporting to donor-organizations. To provide technical assistance on planning and reporting to grantees and intermediary organizations. Senior M&E Officer will be responsible for developing and implementing monitoring and evaluation frameworks, collecting and analyzing data, and providing actionable insights to enhance program effectiveness.

POSITION REQUIREMENTS:

- Minimum of 3 years of working experience on a relevant position. Working experience with/in HIV and TB service organizations, local NGOs, governmental, and/or international institutions is desirable.
- Comprehensive monitoring and evaluation experience.
- Strong analytical and report writing skills are required.
- Database management skills and experience is highly desirable.
- High level of computer literacy is required. Practical knowledge of 1C is desirable.
- Excellent oral and written communication skills in Ukrainian and English.
- Relevant University degree (Mathematics, Economics, Public Health, etc.) is desirable.
- Ability to think clearly and precisely articulate is essential.
- Ability to proactively work independently and as an effective team member.

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. Subject line should contain “**Senior Project Officer (Programmatic Monitoring and Evaluation)**”.

Deadline for applications: 6 pm, April 24st, 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: Senior Project Officer (Programmatic Monitoring and Evaluation)

Department: Programs

Team: Monitoring & Evaluation (M&E)

Contract Type: civil contract

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RESPONSIBILITIES:

1. Design and implement M&E frameworks that align with organizational goals and program objectives.
2. Define key performance indicators and data collection methodologies.
3. Analyze data to assess program impact, identify trends, and evaluate outcomes.
4. Ensure the quality and integrity of data collected through regular reviews and validation processes.
5. Implement corrective measures as needed to improve data accuracy and reliability.
6. 6. Provide guidelines to grantees on registration and reporting procedures. Regular review of data provided by Alliance sub-grantees in support of their quarterly programmatic reports.
7. 7. Ensure the effective implementation of the reporting system by means of trainings and consultations with grantees.
8. Prepare and present comprehensive reports on program performance, including findings, conclusions, and recommendations. Communicate results to stakeholders, partners, and donors.
9. Coordinate and ensure the whole donor-reporting cycle. Generate programmatic progress reports to donors.
10. Liaison with the audit agency representatives during programmatic reviews; provide necessary documentation.
11. Collaborate with program managers and stakeholders to identify areas for program improvement based on evaluation findings.
12. Facilitate the sharing of lessons learned and best practices within the organization.
13. Undertake other responsibilities not outlined above which are commensurate with a role of Senior M&E Officer, and which have been discussed and agreed between the line manager and the post-holder.