| **Vacancy Announcement** |
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**Position title:** Project Assistant: MTP (**Mobile Treatment Points**)

**Unit:** MTP

**Team:** Mobile Health

**Department:** Program

**Status:** Staff position

**Information about employment organization:**

The International Charitable Foundation 'Alliance for Public Health' announces external recruitment to fill the position of **Project Assistant: MTP (Mobile Treatment Points)**. MTP - APH provides essential medical services to individuals in Ukraine's rural, hard-to-reach frontline communities affected by war. The project, in a close partnership between local authorities, military administrations, health care facilities, and NGOs, aims to deliver critical care to communities within 7 to 30 kilometers of the frontlines in 6 regions. The project operates through 4 mobile teams comprising coordinators, drivers, and medical staff including family doctors, nurses, lab workers, and TB personnel. Each team uses three vans containing basic portable equipment and specialized tools for TB screening and diagnostics, including ultra-portable X-ray and GeneXpert diagnostic.

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. Currently, the Alliance team includes over 150 professionals who are based in Kyiv.

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our website: <http://www.aph.org.ua>

**Job Specifications**

**Requirements:**

* Minimum 1 year working experience in the relevant position (within an international organization will be an advantage);
* High University Degree. Relevant University degrees (Public Health, Social Science, Medicine etc.) is a plus;
* An advantage will be previous experience in preparation of business trips documents, initial financial requests, financial reports on conducted events; experience in execution of financial documents to conduct payment for consultants' services;
* Good command of written and spoken Ukrainian and English;
* High level of computer literacy and excellent typing skills. Experience with the 1C program is a plus;
* Analytical skills and attention to details. Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines;
* Strong commitment to confronting HIV/AIDS and to supporting non-governmental organizations (NGOs) activities in Ukraine.

**RESPONSIBILITIES:**

* Organize circulation of documents in project;
* Assistance in coordinating the program activities of the project: correspondence with partners, consultants, service providers, suppliers, etc.;
* Logistics and support for events conducted with leadership of Project team members;
* Prepare package of documents for organization of the project events (trainings, workshops, working meetings, expert groups, project proposals review committees, round tables etc.) and manage documents 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 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;
* Take part in trainings, workshops and working meetings preparation, assist during trainings delivery;
* Prepare and process documents for the project team consultants, arrange and monitor relevant payments;
* Translate correspondence, documentation and other relevant materials needed for the project team;
* Organize and provide coordination to visits of project team staff and consultants. Prepare documents’ package for the visits of the project team staff and consultants in accordance to the Alliance procedures;
* Coordination and information exchange with other departments on programs routine business and emerging issues;
* Information management (filing, storing, exchanging letters, archiving etc.) related to the Projects team;
* Generation of interim updates and reports for Project Manager on Project’s Working Plan on program, funding, procurement etc. status of implementation;
* Undertake other reasonable and related tasks identified by the Manager required for the successful activity of the project as necessary for the fulfillment of strategic objectives.

**How to apply:** You should send your CV in Ukrainian and/or English and a covering letter in Ukrainian and/or English to vacancy@aph.org.ua

Subject line should contain *«Project Assistant: MTP»*

**Deadlines for submitting applications and selecting candidates:**

**September 16 - October 16, 2024**

**Alliance disclaimer:**

*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 representatives of key populations and vulnerable groups as well as people living with HIV/AIDS are particularly encouraged to apply.*

*The International Charitable Foundation "Alliance for Public Health" applies a 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.*