



# Program Assistant

📍 Київ, 🕒 18 жовтня 2024

Компанія: [PATH](https://jobs.ua/company/id/237264) (<https://jobs.ua/company/id/237264>) ([Всі вакансії](#))

Рубрики: [Медицина, фармацевтика](#), [Офісний персонал](#)

## Побажання до співробітника

Освіта: повна вища  
Досвід роботи: від двох років  
Графік роботи: повний робочий день

## Опис вакансії

**HOW TO APPLY:** All applications are made online. For a full job description and to apply online, please visit PATH website ([path.org](http://path.org)) then go to Careers/Search Job Listings=> Ukraine=> Program Assistant (JR1523)

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges.

PATH is currently recruiting a Program Associate to contribute to implementation of Re-Envisioning Excellence and Accessibility in Clinic-based HIV Services (REACH 95) project funded by United States Agency for International Development (USAID) through the President's Emergency Plan for AIDS Relief (PEPFAR). This position is funded through July 31, 2028. Employment after that date is subject to availability of funds.

The overall goal of the five-year REACH 95 project is to accelerate Ukraine's efforts to achieve HIV epidemic control by 2030 by improving equitable access to high-quality HIV service delivery at public health facilities through optimized case-finding, linkage to prevention and care, and support for decentralized treatment services. The REACH 95 project aims to increase the number of people living with HIV (PLHIV) who know their status, are linked to HIV care, and receive treatment — to achieve the Joint United Nations Programme on HIV/AIDS (UNAIDS) 95-95-95 goals for HIV epidemic control in Ukraine.

Program Assistant will report to the Senior M&E and Strategic Information Advisor.

## Responsibilities:

- Prioritize, channel, and facilitate communication among the PATH staff members.
- Independently respond to letters and general correspondence (within position responsibilities) on a routine basis.
- Translate project related documents including reports, project correspondence, training materials, articles, etc.
- Provide interpretation during meetings, training, and conferences as requested.
- Assist program managers with preparation, production and distribution of documents including proposals, reports, communication materials, training curricula, tables, graphics, PowerPoint presentations, etc.
- Provide meeting planning and logistics support - activities may include arranging internal and external meetings, seminars, workshops, and other events as necessary, as well as coordinating event-related logistics, maintaining database of project contacts, and drafting meeting notes and coordinating review, distribution, and filing.
- Provide assistance during project events.
- Prepare draft and final budgets for project events.
- Manage and maintain files and resources (hard and electronic copies).
- Facilitate hotel bookings, transportation, logistics and other travel needs for project staff and consultants and complete administrative form.
- Collect and summarize the project-related data from the project-supported regions on a monthly basis according to the list of project indicators.
- Liaise with finance and administrative staff, providing assistance as requested.
- Provide assistance during procurement procedures.
- Track project consultants.
- Maintain contacts with partners and stakeholders.

- Travel to program sites as requested.
- Perform other tasks as assigned.

**Required skills and experience:**

- Bachelor's Degree (Diploma of Higher Education) required.
- 1 - 2 years' experience in a similar role.
- Computer experience must include proficiency in Word, Excel, PowerPoint, and Outlook.
- Must possess strong analytical, planning, and organizational skills.
- Basic knowledge of financial and contractual processes.
- Ability to work with diverse stakeholders to organize frequent meetings, workshops, and business travel.
- Excellent time management skills and strong ability to prioritize.
- Ability to maintain accurate records.
- Collaborate and communicate effectively with team members.
- Demonstrated ability to work successfully in multi-site, team-based structure.
- Proficient in working with computer software and Microsoft Office applications.
- Excellent written and oral communication and presentation skills in Ukrainian and English required.
- Relocation to Kyiv required.
- Ability to travel when requested.

**Location: Kyiv, Ukraine**

**Must have legal authorization to work in Ukraine.**

PATH is dedicated to building an inclusive workforce where diversity is valued.

PATH is an equal opportunity employer. Every qualified applicant will be considered for employment.

PATH does not discriminate based on race, color, religion, caste, gender, sexual orientation, gender identity, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.

**Контактна інформація**

Сайт: <http://www.path.org>