VACANCY ANNOUNCEMENT

The PR-NCHADS is the legally accountable party for Global Fund SSF Grants under the Ministry of Health in Cambodia. The Program Grant Agreement (PGA) was signed with the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) to implement “Continuous achievement of Universal Access of HIV/Sexually Transmitted Infections Prevention, Treatment and Care services in Cambodia” Project. Our focus is to manage, monitor and evaluate the program implemented by 15 Sub-Recipients including government institutions, local and international NGOs.

To manage the Grant effectively with accountability and transparency as required by the Global Fund, we seek individuals Cambodian who have good qualifications, experiences, skills and knowledge to assist the Principal Recipient Office to be effective/accomplished tasks on time manner in the following full-time positions based in Phnom Penh:

Post title 1: Finance Manager (01 position)
Required qualifications:
学府 Degree in Finance, Accounting, Business Administration.
Related professional accounting certification is an advantage.
至少 10 years’ experience in accounting and financial management of organization.
至少 5 years’ experience in managing grant from international donors.
Excellent in English and computer skills (MS. Word Excel, etc).
Knowledge of computerized accounting software (such as QuickBooks or SUN) is an advantage.

Post title 2: Finance Assistant (01 position)
Required qualifications:
学府 degree in financial management, business administration or accounting.
At least two years’ experience in Finance reporting within organization working with sub grantees.
Good knowledge of accounting.
Good knowledge of excel.
Working knowledge of English.

Post title 3: Accounting Officer (01 position)
Required qualifications:
学府 Degree in Accounting
At least 3 years’ experience in accounting of organization with sub grantees.
Knowledge of computerized accounting software (such as QuickBooks or SUN)
Good command of English.
Well organized and details oriented.
Willing to travel within the country.

Post title 4: Provincial Data Management Officer (08 position)
Required qualifications:
学府 Degree in Computer Science
Experience in SQL Server and Computer repairing
Previous training or experience in computers (MS. Office and Email)
Ability to conduct multiple tasks and effectiveness in high-pressure situations.
Ability to absorb and synthesize a broad range of information.
Ability to travel within the province.
 Fluent written and spoken Khmer.
 Fluent written and spoken English.
 Good interpersonal skills.
 Residence in the concerned province is advantage.

Post title 5: Data Entry Clerk (02 position)
Required qualifications:
Previous training or experience in computers (MS. Office and Email)
Good interpersonal skills.
Knowledge in computer.

Closing date:
The closing date for submitting application is 19 November 2014 at 5.00PM. Only short-listed candidates will be notified. The full Terms of Reference and requirements can be requested via email address below.

Application Information
Interested individuals meeting the above requirements are invited to send their CVs and a Cover Letters to the contact address below or via email at recruit@nchads.org by specifying clearly the position apply for in the subject line, indicate current and expected salary and three references, and do not attached any supporting documents such as certifications. The detail Term of Reference for each jobs are available upon request at the NCHADS information desk or by mail or can be download from the link in www.nchads.org

Contact Address:
National Center for HIV/AIDS, Dermatology and STD (NCHADS)
No. 245H, Street 6A, Phum Kean Klang, SangkatPrek Leap, Khan RusseyKeo
Phnom Penh, Cambodia. Tel: 023 432090. Email: recruit@nchads.org