



Ministry of Health  
National Center for HIV/AIDS, Dermatology and STD (NCHADS)  
The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM)  
KHM-C-MEF, Grand Number: 1526

**VACANCY ANNOUNCEMENT**

The National Center for HIV/AIDS, Dermatology and STI (NCHADS) in the Ministry of Health is looking for a highly competent of following positions:

- Senior Monitoring and Evaluation Officer (01 position) **Re-announcement**
- Monitoring and Evaluation Officer (01 position) **Re-announcement**
- Payment for Result Project Officer (01 position)
- Accounting Officer (01 position) **Re-announcement**

Working in Phnom Penh office and other provincial. This program financed via The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). Under the direct supervision of the director of NCHADS, the Senior Monitoring and Evaluation Officer, Monitoring and Evaluation Officer, Payment for Result Project Officer, Accounting Officer, is responsible for day-to-day oversight by PMR Unit, Technical Bureau Unit and Finance Unit -NCHADS under GFATM-HIV/AIDS /KHM-C-MEF grant in Cambodia.

Post title (01) : Senior Monitoring and Evaluation Officer (01 position)

Work location in  
NCHADS,  
Phnom Penh  
(01 Position)

**Job Summary:**

The selected candidate will be responsible for managing, coordinating, and monitoring and evaluation of the HIV program implementation that managed by SI-NCHADS to achieve the objectives and goals of the KHM-C-MEF-H grant with regard to approved HIV performance framework, work-plan and budget plan. The selected candidate will work as a position of senior M&E officer in collaboration with M&E team under direct supervise by the Chief of M&E and Senior Management Team of SI-NCHADS.

**Specific Responsibilities:**

Under the supervision and support from the SI Senior Management Team, and direct supervise by the Chief of M&E, the Senior M&E officer performs the following Core Technical Functions:

- Overall coordination of the M&E team and make sure that decisions relating to M&E are properly done possibly in consultation with chief of M&E and Senior Management Team of SI-NCHADS as needed.
- Develop and update SI and SSI's performance frameworks accordingly in regards to approved HIV performance framework by the PR-MEF, and the CCC.
- Review and comment on all quarterly and semi-annual progress update from SSIs; assess their completeness and technical accuracy in consultation with Chief of M&E and SI-NCHADS management team;
- Prepare SI-NCHADS semi-annual reports including interim assessment report and any other reports as required by the PR-MEF and the GFATM;
- Prepare M&E work plan and supervision plan, and conduct supervision, and monitoring and evaluation the HIV implementation grants by SSIs and/or other SSSIs; if any, according to their HIV approved performance framework and work plan plans.;
- Provide on-going assistance to prepare of any documentations for the SI-NCHADS as specified in the MoAs.
- Ensure proper implementation of the approved performance framework and guidelines including conducting of the orientation and capacity building for SSIs;
- Participate in all meetings in particular to review and adopt the semi-annual reports compiled by the office of SI-NCHADS, prior submission to the PR;
- Follow up on a timely submission of plans, reports or any other requested technical documentation by the SSIs;
- Liaise and coordinate with SI senior management team and SSIs involved in program implementation process and other technical partners in health (OIs, NGOs, Multilateral etc);
- Prepare the minutes of all key technical meetings or concerning technical issues for internal distribution;
- Perform all professional tasks as member of the SI-NCHADS' M&E team, joining team processes and collaboration effectively with other NCHADS technical units;
- Attend a regular NCHADS' staff meeting to ensure the good coordination, collaboration, sharing information, and solving the cross-cutting issues.
- Work closely with Data management Unit to ensure review and verify data collected from the site.
- Perform other duties as requested by the Senior Management Team of SI-NCHADS.

**Qualification Requirements:**

- Master of Public Health (Medical Doctor will be advantage)
- At least 4 years of work experience in development and implementation of monitoring and evaluation (Experience in managing M&E of the Global Fund Grant is preferable).
- Broad knowledge and experience in prevention and managing HIV/AIDS program
- Having worked in relevant institutions (NGOs or Government) with duties and responsibility on monitoring, reporting and evaluation.
- High proficiency of Khmer and English both in writing and speaking
- Well understanding of MS Office (Word, Excel, Power Point, .... etc)
- Excellent in communication skill in English (verbal and email)
- A strong desire to work in a team oriented
- Able to handle multiple tasks at once
- Ability to work over time is preferred

Post title (02) : Monitoring and Evaluation Officer (01 position)

Work location in NCHADS,  
Phnom Penh (01 post)

**Job Summary:**

The selected candidate will be responsible for assisting Planning, Monitoring and Reporting Unit of NCHADS in reviewing work plan, budget plan and performance framework of Sub-Sub-Implementers (SSIs) under the KHM-C-MEF-H Grant and other requirement task within the unit. The selected candidate will work as M&E team member under direct supervise by Chief of Planning, Monitoring and Reporting, and support from the Senior Management Team of SI-NCHADS.

**Specific Responsibilities:**

- Working as a team member of M&E to review SSIs' performance framework approval by the Senior Management Team of SI-NCHADS;
- Assist to develop SSIs' performance framework and targets set and match with budget plans and any documents required for PR including consolidated HIV performance framework, and budget and workplan for all SSIs;
- Review and comment on all quarterly and semi-annual reports of NCHADS in consultation with NCHADS' Data Management Unit;
- Review and comment on SSIs' quarterly and semi-annual reports in communication with SSIs and other team members of M&E;
- Preparing PR's quarterly and semi-annual reports and any other reports as required by SI-NCHADS and the PR;
- Monitor, supervise and evaluate the grant implementation by SSIs and/or other SSSIs according to their approved performance and work-plans;
- Participate in all PR meetings to review and adopt the plans and reports compiled, prior submission to the



MoH-LIT/the PR;

- Follow up on a timely submission of quarterly and semi-annual reports or any other requested technical documentation by SSIs and SI-NCHADS;
- Liaise and coordinate with the senior management team of SI-NCHADS and SSIs involved in program implementation process and other technical partners in health (OIs, NGOs, Multilateral etc);
- Prepare the minutes of all key technical meetings or concerning technical issues for internal distribution;
- Collaborate with Finance and procurement units to develop and review budget plan to be aligned with annual targets and procurement plan and any other required by the Senior Management Team of SI-NCHADS, and the PR;
- Perform other duties as requested by the chief of PMR unit, and the Senior Management Team of SI-NCHADS.

**General Responsibilities:**

- Bachelor degree related to public health (Health Background in Public Health will be advantage)
- Having trained course related to monitoring, reporting and evaluation
- At least 3 years of work experience within monitoring, reporting and evaluation related to HIV/AIDS program
- Having worked in relevant institutions (NGOs or Government) with duties and responsibility on monitoring, reporting and evaluation
- High proficiency of Khmer and English both in writing and speaking
- Well understanding of MS Office (Word, Excel, Power Point, .... etc)
- Excellent in interpersonal and communication skill (verbal and email)
- A strong desire to work in a team oriented
- Able to handle multiple tasks at once
- Ability to work over time is preferred

Post title (03)  
Work location in NCHADS,  
Phnom Penh (01 post)

: Payment for Result Project Officer (01 position)

**Job Summary**

The selected candidate will be responsible for assisting Technical Bureau and AIDS Care unit of NCHADS to work as part of the B-IACM team to implement the P4R schemes, and ensure the achievement for enrolled cases within the HIV cascade services by the end of 2019-2020 under NCHADS/KHM-C-MEF-H.

**Specific Responsibilities:**

- To work as a team to support the implementation of the payment for result (P4R) activities, including checking and validating the P4R reports submitted by B-IACM Team.
- To coordinate and assist in the formulation and implementation of the workplan of AIDS Care unit activities under GFATM.
- To assist in organizing AIDS Care trainings and meetings as needed.
- To facilitate break-out sessions during training and capacity building activities.
- To assist in convening regular meetings of the Continuum of Care Technical Working Group and keep records and minutes of the meetings.
- To support AIDS Care Unit in conducting national clinical mentoring activities.
- To provide administrative support to the head of the AIDS Care Unit.
- To support coordination and collaboration activities with NCHADS Units, MoH Department, provinces, NGOs, OIs, and donor agencies working in the field of continuum of care.
- To support the monitoring, evaluation, and reporting on activities of the unit for the NCHADS M&E system.
- To perform other tasks as necessary, assigned by the Director of NCHADS and/or by the chief of technical bureau.

**General Responsibilities:**

- To work with due diligence in carrying out the tasks of the position.
- To cooperate helpfully within and between units to strengthen the performance of NCHADS.
- To ensure regular, punctual and full-time attendance to duties during official working hours.
- To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
- To draw the attention of the Head of the AIDS Care Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
- To undertake any other duties assigned by the Head of the Technical Bureau.

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

**Qualification Requirement**

- Demonstrated interest in Public Health
- University degree
- Knowledge of HIV/AIDS care and treatment
- Experience working within Cambodia's Ministry of Health programs
- Three years professional experience in organizing meetings, workshop and training.
- Computer skill: word, excel, PowerPoint
- Proficiency in written and spoken English
- Demonstrated Competencies
- Good Team works
- Problem solving skills
- Excellent facilitation and communication skills
- Able to travel outside of Phnom Penh up to one week at a time
- Excellent documentation, budget and contract management skills
- Experience working with an NGOs or public healthcare institution;
- Project management experience
- Familiar with The Global Fund project implementation (desirable)



Post title ( 04)  
Work location in NCHADS,  
Phnom Penh (01 post)



#### Accounting Officer 01 positions

##### Job Summary:

Under the direct supervision of the senior accounting officer, the Accounting officer - GFATM project is responsible for the SI and the Technical Units and particularly ensuring that all operations under his/her responsibilities are in line with procedures.

##### Specific Responsibilities

##### Key role and responsibilities

Contribute to the SI accounting:

Depending on the work distribution with the junior accounting officer, the accounting officer will either review and or prepare and or/Review the monthly report and replenishment request received from NCHADS units after having accountant.

- ensure that the Junior account implement a systematic review of unit report
  - ensure that Jr officer gives alert in case of late report (calendar follow up is updated)
  - ensure that the review of Technical Units is done timely
  - ensure that the transactions records prepared by Jr officer are accurate
  - + Prepare or review the payment voucher
    - for supplier, project staffs, salaries, consultants, Technical Units, other implementing agencies after ensuring documentations are complete and appropriate (including but not limited to procurement document)
    - for advance or clearance for workshop/training/meeting (reference assumption on budget detail) after check the GFATM policies and PR MEF financial guidelines. Review all the mini-budget submitted by NCHADS units assumptions, - but not limited to - number of facilitator, location. Support assistant accountant to do similar work
    - Specific to the transactions with UNOPS or other procurement agent: work with LMU/procurement to regulate expenditures the delivery made in case a pre- payment
  - + Follow up any pre-payment/balance/reconciliation
  - + check that account code, description, voucher number for all NCHADS-SI are correct before submission to the senior accountant
- \* the accountant will in charge of preparing the voucher during the absent of the junior accountant

##### File

- + Keeping the accounting files update regularly, following NCHADS-SI accounting procedure. Maintain reliable records
- + ensure that the filing is tidy (included the tax document)

##### Report

- + Scrutinize and monitor all accounting transactions under his/her responsibilities and:
  - review weekly: the ledgers to identify wrong coding, over or unusual expenditures
- + contribute to the Month End Report and submit to senior accountant for review documents such as but not limited to:
  - status of Technical Units report posting
  - salaries reconciliation
  - Expenditures analysis (program administration cost, unit's expenditures...)
- + Contribute to the preparation of the TRC plan by working with the NCHADS units under his/her responsibility. Ensure TRC guidelines.

##### Manage the consolidated fixed asset register (FAR)

- + Update the FAR after procuring any new asset.
- + Provide FAR number to procurement/logistics who will be marking the asset
- + Provide a photocopy of the invoice to Procurement/logistics
- + Require monthly update from procurement team regarding any change in the asset list (change in location, transfer).

##### Capacity building

- a. Assist senior accountant in providing training and workshop to Technical Units and SIs/SSIs when requested
- b. Conduct provincial supervision when requested

##### Liaison with other partners

- c. Work with the finance team in response to the GFATM, LFA, MoH-LIT, and PR MEF for any issues related to finance
- d. Participate in and comment on LFA (verification/queries and response ML from the GFATM)/OIG audit

##### Other

- e. Propose any change to improve internal control,
- f. Perform other duties as may be requested by compliance officer

##### Qualification Requirements

- Graduate in accounting
- Minimum of 3 years of experience in organization managing sub grantees
- Able to use Microsoft Office applications
- Very good understanding and practice of accounting cycle, payment procedures
- Good spoken and writing English
- Details oriented.
- Willing to travel in country

The closing date for submitting application is on the **13<sup>th</sup> January, 2020** 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](mailto:recruit@nchads.org)/ [admin.officer@nchads.org](mailto:admin.officer@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](http://www.nchads.org).*

Contact Address: National Center for HIV/AIDS, Dermatology and STD (NCHADS)No. 245H, Street 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Russey Keo Phnom Penh, Cambodia. Tel: 023 432 090; Email: [recruit@nchads.org](mailto:recruit@nchads.org)/[admin.officer@nchads.org](mailto:admin.officer@nchads.org)