

KINGDOM OF CAMBODIA
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FUNCTIONAL TASK ANALYSIS

of the

National Centre for HIV/AIDS, Dermatology and STD

(NCHADS)

Ministry of Health

July 2007

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Annex A: NCHADS Organogram

Annex B: NCHADS Unit Terms of Reference and Job Descriptions

(Annex B includes a separate index of its content.)

1. Introduction

This document reflects a continuing process to maintain an up-to-date statement of the functional arrangements within the National Centre for HIV/AIDS, Dermatology and STD Control (NCHADS). It sets out the results of the latest in a series of functional analyses which began in 2000 and were followed by subsequent reviews in 2003 and 2005. The initial review in 2000 was aligned to the development of the NCHADS Strategic Plan for HIV/AIDS and STD Prevention and Care 2001-2005 and contributed to the management strengthening being undertaken in NCHADS. Later reviews assisted with aligning NCHADS Strategic Plan with the Health Sector Strategic Plan 2003-2007, and with the introduction of performance based salary incentive (PBSIs).

The management arrangements within NCHADS are now relatively robust and their intermittent updating has become more a matter of routine than exception. However, it is because the management system within NCHADS has become fairly sophisticated and is continually evolving to meet new operational needs, that it is appropriate from time to time to review and record any changes. As with the review in 2005, this update also takes into account:

- Strengthened decentralization of the NCHADS programme to Provincial and OD levels;
- Increased emphasis on expanded access to treatment and care for PLHA through the introduction of OI and ART;
- Re-structuring of NCHADS' Units to respond to the demands of the expanded treatment and care programme, changes in the delivery of the prevention programme and the increased demands for improved data management.

Modifications made as a result of this Functional Task Analysis bring the organogram, terms of reference and job descriptions into line with current practice and provide a benchmark against which the need for subsequent revisions can be measured.

2. Historical perspective

The evolution of the management arrangements in NCHADS has fallen into several identifiable phases.

2.1 The initial phase: 1998 - 2001

The National Centre for HIV/AIDS Dermatology and STD Control (NCHADS) was established in 1998 following the amalgamation of the National AIDS Programme (NAP) and the National STD and Dermatology Clinic. Since then, its primary purpose has been to respond to the HIV/AIDS epidemic through the implementation of HIV/AIDS Strategic Plans.

From its inception, the Centre has worked consistently to develop its internal management arrangements to improve performance. At the start, in 1998, a formal structure with detailed unit terms of reference and individual job descriptions for each staff member were prepared. Subsequently, in 2000 a functional analysis of the activities of staff in NCHADS was carried out to enable it to respond better to the development of the Centre's role and to its work programme. This also addressed the organisational development needs resulting from the Strategic Plan for HIV/AIDS and STD Prevention and Care 2001-2005.

2.2 The second phase: 2001 - 2003

During this period there were further developments within the Centre, such as the addition of a clinical research component, a major strengthening of the Finance Unit, and significant changes in funding sources and patterns, with substantial income from ADB, CDC-GAP, DFID, EU, World Bank, the Global Fund and UNSW being managed directly by NCHADS, and disbursed to provinces for implementation. In addition, NCHADS works in partnership with a number of institutions and organizations, such as CHAI, ITM, and over eighty international and local NGOs.

It was during this period that the concept of stimulating performance of NCHADS staff by the use of incentive payments first emerged and which was subsequently developed into the Performance Based Salary Incentive Scheme (PBSI) which has continued to the present day. (See also Para 6 below.)

2.3 The latest phase: 2004 – 2007

A Mid Term Assessment of the NCHADS Strategic Plan in 2004 led to a review and up-dating of NCHADS' functions, structure and programme and to a revision and realignment of the NCHADS Strategic Plan 2003-2007 with the Ministry of Health's Health Sector Strategic Plan 2003-2007. Following this NCHADS has concentrated on strengthening decentralization of the programme to Provincial and OD levels, with increased emphasis on expanded access to treatment and care for PLHA through the introduction of responses to the need for OI and ART services, plus closer collaboration and comprehensive planning with partners. As a result, the NCHADS Annual Comprehensive Work Plan now includes the inputs of most partners, and is integrated at both central and provincial level into the Ministry of Health Annual Operational Plan (AOP) process and outcome. All this has required a continual restructuring of NCHADS' Units to respond to the demands of the expanded treatment and care programme and changes in the delivery of the prevention programme, plus increased requirements for improved data management, logistics and supply management.

2.4 Looking ahead

At the time of this functional review, NCHADS looks forward to further change and development as it pursues improved referral and follow-up linkages with other health sector programmes including the revised Comprehensive Package of Activities. In the future, NCHADS will also be need to take account of developments in public administrative reform that are being applied within the Ministry of Health and to

reconcile the PBSI scheme with the Merit Based Pay initiative (MBPI) being developed by the Council for Administrative Reform. (CAR)

3. NCHADS

3.1 Mission statement

The **National Centre for HIV/AIDS, Dermatology and STD Control (NCHADS)** is the focal point within the Ministry of Health with lead responsibility for recommending and implementing policies and strategies for the health sector response to HIV and AIDS as well as STDs. Through the programme management of effective health services, it works to:

- reduce the risk of exposure to STDs and HIV.
- reduce the risk of transmission of STDs and HIV.
- provide care and support for those infected.

3.2 Role of NCHADS

The National Centre for HIV/AIDS, Dermatology and STD Control is one of the Departments of the Ministry of Health functioning as a programme management unit enabling the delivery of HIV/AIDS and STD related services. The NCHADS strategy which provides the framework for this conforms to the National Strategic Plan for a Comprehensive and Multi-sectoral Response to HIV and AIDS 2006-2010, which is coordinated by the National AIDS Authority (NAA).

As programme manager, NCHADS does not deliver direct patient services itself other than at the National Dermatology and STD Clinic based in Phnom Penh. Instead, it oversees the HIV/AIDS and STD programme activities at provincial and operational districts, providing planning, management, technical, educational, financial and administrative support as well as the provision of certain drugs and supplies. Additionally, NCHADS undertakes relevant health sector policy development and research activities and disseminates information on epidemiology, behaviour change and effective prevention and care or other matters relating to the response to HIV/AIDS or STDs. The Centre manages the disbursement of programme and government funds according to MoH approved annual work plans and its own Strategic Plan. Subsequently, it monitors and reviews progress against those plans, taking action to achieve conformance where necessary.

Looking to the future, the response to HIV/AIDS and STDs is likely to be further integrated into the MoH Comprehensive Package of Activities which is delivered by provincial and operational district health systems. Whilst the organisational consequences of this are not yet clear, it seems likely this will require adjustment to the role, responsibility and structure of the NCHADS central administration. It may also affect NCHADS relationship with the Ministry of Health which oversees the implementation of the Comprehensive Package of Activities. Depending on the rate of progress, these issues may be a matter for the next FTA to address.

3.3 Structure of NCHADS

The organisational structure of the Centre, which reflects its mission, is detailed in the organogram at Annex A. Below the Director, who heads the Centre, the structure complies with Ministry of Health practice by dividing into a Technical Bureau and an Administration and Finance Bureau. The former undertakes the technical and service delivery related responsibilities of NCHADS whilst the latter provides financial control and conducts all relevant administrative processes.

As the organogram shows, the principal functions of the Technical Bureau are now assigned to nine Units. Each has specific Terms of Reference (see Annex B), and a discrete responsibility which is translated on a quarterly and annual basis into Unit Work Plans. The Technical Bureau, through the Planning, Monitoring and Reporting Unit is responsible for setting out the guidelines for preparation of individual unit plans and the allocation of funds from various sources for their implementation. These are then drawn together into a unified annual operational plan and overseen to completion. In the same way, each province develops annual and quarterly work plans, and funds are allocated for these. As a general principle, the work of NCHADS units is designed to support the delegation of responsibilities to Provinces and ODs rather than consolidate these duties at the centre.

The Administration and Finance Bureau comprises an Administrative and a Finance Unit each of which also have Terms of Reference. (See Annex B.) The Finance Unit has a significant burden to manage its high number of funding sources. The levels of international support for HIV/AIDS programmes now results in some eight separate streams of donor funding to be accounted for, in addition to Government allocations. Not only do these have to be disbursed across twenty-four provinces, but this, and the associated reporting procedures, must often be undertaken according to differing protocols for each donor. In response to this situation the Finance Unit has created teams with an integrated approach but separate foci according to the accounting requirements of each income stream. Because the funding from these different sources is for varying and limited periods, contract staff have had to be engaged to fulfill these roles. They are all employed under a personal and formal 'Agreement to Perform Work' (APW) which contains terms of reference specifying their responsibilities and compensation. This ensures that their employment conforms to the principle of each staff member having a clearly defined role. A very few other posts in technical departments are also filled on the same contract basis. Because these posts are not permanent and are filled against temporary APWs they have been omitted from the schedule of job descriptions included at Annex B of this FTA.

3.4 Lines of accountability

The functional analysis has provided a further opportunity to review and sharpen the lines of accountability between tiers in the structure. Each job description includes a statement indicating to whom and for whom the post holder is accountable. The growing managerial capacity of the NCHADS staff is absorbing this greater clarity into its routine behaviour and the concept of lines of accountability is now becoming well entrenched.

4. Terms of Reference and Job descriptions

The previous functional task analyses have resulted in the original preparation and several subsequent rounds of review and adjustment to the unit terms of reference and job descriptions. This functional analysis has led to further refinements, but the broad character of the earlier arrangements remains the same, despite some subdivision of units and related staffing adjustments.

The fact that certain job descriptions have needed to be revised is encouraging evidence of the capacity of the organisation to evolve and respond to changing circumstances. No job description should be so rigid as to become a constraint on the responsiveness of individual staff or of the organisation in general. Hence this review has demonstrated that NCHADS has continued to refine its capacity to respond to changing demands while also maintaining a strong organisational structure.

5. Number of posts

Reconciliation has been made between the posts for which there are now up-to-date job descriptions following this FTA and an internal listing of staff in post. This has verified that the correct number of job descriptions exist for all NCHADS staff so listed, excluding contract employees who are recruited to fulfill the gaps of government employees.

6. The FTA and its relationship with the Performance Based Incentive Scheme

A Performance Based Salary Incentive Scheme was introduced in 2003 to reinforce the process of management reform and development throughout NCHADS and to stimulate performance. It provides supplementary payments to NCHADS permanent staff working as members of unit teams. The incentives are awarded in accordance with pre-determined criteria which measure team outputs on a quarterly basis and reward performance on a sliding scale according to achievement. The scheme also provides similar incentives for designated staff implementing HIV/AIDS programme activities in Provinces and Operational Districts. The detailed arrangements for the central and provincial schemes are set out in separate Standard Operating Procedures that specify the scales of payment as well as the means of assessment and verification that underpin the transparency of the arrangements.

The functional task analyses and the PBSI Schemes have played complementary roles in the steady improvement in management performance within NCHADS. On one hand, the FTAs have had wide significance for management development within NCHADS. They have enabled the progressive evolution of better management practices across the range of NCHADS activities and in particular have introduced greater clarity about the roles of units and their staff, about accountability and about concepts of personal responsibility. On the other hand, the PBSI Scheme has helped to reinforce the importance of these issues and has encouraged staff to take them more seriously than might otherwise have occurred. Staff now appreciate

much better that attention to these matters is likely to be a prerequisite for maintaining a high performance and hence the receipt of PBSI payments. Thus a beneficial synergy has been created between the FTA process and the PBSI Scheme.

7. Provincial AIDS Offices and Operational Districts

A separate document, prepared in December 2006, provides an up-to-date functional task analysis of the provincial and operational district arrangements,⁽¹⁾ but for completeness, the following summary outlines the roles and relationships within these tiers.

Each Provincial AIDS Office (PAO) is a sub-unit established within the Disease Control Unit, under the Technical Bureau in the Provincial Health Department. The PAO has been accorded responsibility for planning, managing, coordinating and reporting on the implementation of the HIV/AIDS and STI programme, under the overall policy, strategy and coordination of NCHADS. The PAO is also responsible for managing, disbursing and accounting for funds released from NCHADS for programme implementation. In addition, the PAO manages the following in the provincial town whilst supporting ODs for all HIV programme related activities.

- The Information, Education and Communication (IEC) activities.
- The Condom Use Monitoring and Evaluation Committee (CUMEC) activities.
- The Provincial Working Group on Outreach and Peer Education 100% Condom Use (PWG/OPC) activities.
- The Special Sexually Transmitted Infection (STI) clinic services.
- The Voluntary Confidential Counseling and Testing (VCCT) services.

Staff are divided by decentralised activities into those who manage and those who implement programmes. The total number of staff working on programmes in any province depends on the services provided under the direction of the Provincial AIDS Office (e.g. targeted STI clinics, VCCT services, 100% Condom Use Programme services, OI/ART services, Home Based Care services, paediatric AIDS care services). The number and risk assessment levels of operational districts in the province and the extent of coverage of activities also affect the staff numbers. The PAOs, with support from NCHADS, are already strengthening linkages between HIV/AIDS programme related services and the delivery of other health care services (TB/HIV, PMTCT, paediatric AIDS care and establishment of integrated laboratory services). Further work is still needed to fully integrate HIV/AIDS and STD services into the mainstream of care and the Comprehensive Package of Activities.

8. Conclusion

This latest functional task analysis has resulted in some fine-tuning to the structure, roles and responsibilities within the NCHADS headquarters, but overall it has confirmed the robustness of earlier assessments and the growing management capacity of the organisation. Meanwhile, the NCHADS PBSI scheme, established in 2003, has contributed substantially in operationalising the tasks and functions

described in this document. Please refer to the PBSI Standard Operating Procedure for further details.

Whilst a detailed assessment of the provincial structures was not undertaken, a review was made of a similar internal exercise conducted as recently as December 2006. This indicated that the December 2006 definition of roles and responsibilities, and the operational arrangements for the provincial level PBSI were satisfactory.

Date: 30/07/2007



Dr. Mean Chhi Vun,
Director of NCHADS

Reference:

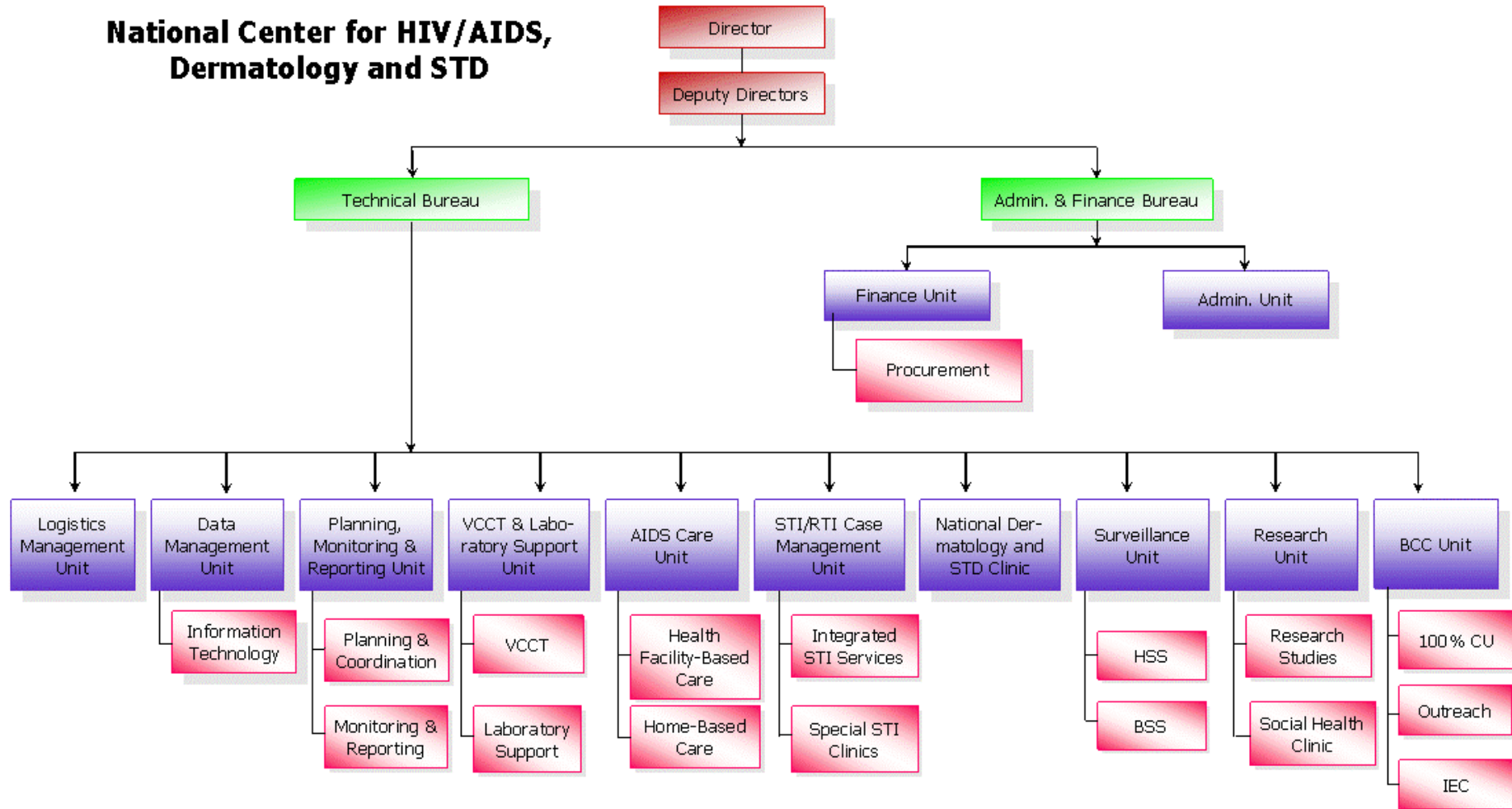
(1) Standard Operating Procedures for the Performance Based Salary Incentive Scheme at Provincial Level. December 2006

National Centre for HIV/AIDS, Dermatology and STD

Organogram

ORGANIZATION CHART

National Center for HIV/AIDS, Dermatology and STD



National Centre for HIV/AIDS, Dermatology and STD

Unit Terms of Reference

and

Job Descriptions by Unit

- **Unit terms of reference are set out in alphabetical order, immediately followed by job descriptions for that unit.**
 - **Job descriptions are listed in order of seniority.**

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Deputy Director, NCHADS	(DD1)
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Head of Administration Unit	(A1)
General Administrative Officer	(3 posts) (A2)
Personnel and Salary Management Officer	(A3)
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Security, Safety, Electricity and Hygiene Officer	(A5)
One or more additional posts are filled by contract staff	
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Vice Chief, Pediatric AIDS Care	(AC3)
Vice Chief, Health Facilities Based Care	(AC4)
Vice Chief, HIV Response in Closed Settings	(AC5)
Community Home Based Care Officer	(2 posts) (AC6)
Health Facilities Based Care officer	(AC7)
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 BCC UNIT	 Terms of Reference 32
Head of Behavioural Change and Communication	(BCC 1)
Vice Chief, IEC for General Awareness Officer	(BCC2)
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BCC Officer	(2 posts) (BCC5)

DATA MANAGEMENT UNIT		Terms of Reference	38
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One or more additional posts are filled by contract staff			
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Additional posts are filled by contract staff			
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Clinic Director		(NCDS 1)	
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Vice Chief of STI/RTI Unit		(STI/RTI 2)	
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STI/RTI Officer - Team Leader		(STI/RTI 3 B1)	
STI/RTI Officer - Team Leader		(STI/RTI 3 C1)	
STI/RTI Officer		(STI/RTI 3 A2)	
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SURVEILLANCE UNIT		Terms of Reference	78
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Vice Chief of Surveillance Unit		(S2)	
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NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

OFFICE OF THE DIRECTOR

Terms of Reference

Representation

- To provide administrative, policy and institutional leadership to the NCHADS.
- To represent the NCHADS in all formal interactions within the Ministry of Health and other Ministries.
- To represent the NCHADS in all formal interactions with donors, national and international agencies and associations.

Policy, Strategy & Plan Formulation

- To develop the overall Policies, Strategic Goals and Plans of the NCHADS.
- To guide and supervise each unit in the development of its strategic goals and the plans to achieve these goals.
- To guide and supervise all units to develop and get national consensus on appropriate policies in the various areas related to the HIV/AIDS epidemic and STD.

Coordination and Resource Mobilization

- To liaise and coordinate with other parts of the Ministry of Health, other Ministries and Government Departments, local and international NGOs, and donor and other agencies working in the field of HIV/AIDS and STD to ensure effective collaboration, coordination and integration.
- To establish regular mechanisms (meetings reviews, evaluations, etc) to ensure coordination of all partners.
- To develop long-term resource mobilization plans and work on them with donor agencies and others.

Management

- To ensure that effective and efficient management structures are established and function within the NCHADS, and particularly the coordination of the activities of the Technical and Administrative Bureau.
- To ensure the timely submission of work plans, budgets and reports on the activities of the NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

OFFICE OF THE DIRECTOR

JOB DESCRIPTION

Title of the post: Director, NCHADS (D1)

Accountable to: Director-General Health Services, Ministry of Health

Accountable for: Staff of NCHADS, including the National Dermatology and STI Clinic

Job Summary:

To provide leadership and have overall responsibility for NCHADS' operations, institutionally, technically and managerially.

To chair the Senior Management Team

Specific Responsibilities:

1. To provide policy, institutional and administrative leadership to the NCHADS.
2. To determine the overall Policies, Strategic Goals and Plans of the NCHADS.
3. To ensure that effective and efficient management structures are established and function within the NCHADS, and particularly to coordinate the activities of the Technical and Administrative Bureau.
4. To guide and supervise the bureaus and units in the development of their strategic goals and plans to achieve these goals.
5. To ensure all units develop and obtain national consensus on appropriate policies in the various areas related to the HIV/AIDS epidemic and STD.
6. To represent the NCHADS in all formal interactions within the Ministry of Health and other Ministries, donors, national and international agencies and associations.
7. To liaise and coordinate with other parts of the Ministry of Health, other Ministries and Government Departments, local and international NGOs, and donor and other agencies working in the field of HIV/AIDS and STD to ensure effective collaboration and coordination and integration.
8. To determine long-term resource mobilization plans and work with donor agencies and others to achieve them.

General Responsibilities

1. To ensure that NCHADS functions within the administrative, technical and policy parameters of the National Health Strategic Plan 2003-2007 and subsequent plans.
2. To ensure that NCHADS' Programme contributes and conforms to the National Strategic Plan for a Comprehensive Response to HIV/AIDS 2002-2006 and subsequent plans.
3. To aim constantly to improve the response of NCHADS to the HIV epidemic.
4. To encourage and support staff with their career and skills development.
5. To maintain the highest standards of probity throughout the Centre.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

OFFICE OF THE DIRECTOR

JOB DESCRIPTION

Title of the post: Deputy Director, NCHADS (DD1)

Accountable to: Director of NCHADS

Accountable for: N/A

Job Summary:

To be a source of senior level support and assistance to the Director. To have responsibility for cross cutting issues of performance and to undertake project related activities determined by the Director. To deputise for the Director in his/her absence in accordance with authority delegated by the Director.

To be a member of the Senior Management Team, Chaired by the Director

Specific Responsibilities

1. To provide assistance to the Director in providing oversight of the Centre's operations, with special emphasis on ensuring cohesive team working across the whole organization.
2. To support the Director in looking forward strategically to assess and make plans for the role which NCHADS might play in the future to meet the changing responses required by the HIV epidemic
3. To take the lead in managing project related activities, requiring the detailed attention of a senior staff member, on projects specifically delegated by the Director.
4. To encourage and assist Heads of Bureau and Heads of Unit to identify staff development potential and to respond positively to these opportunities to strengthen the capability of the Centre in accordance with authority delegated by the Director.
5. To develop internal processes to strengthen quality assurance methodology and to work with Bureau and Unit Heads to introduce new approaches to this matter according to the delegated authority of the Director.
6. To take a lead in developing internal management training to improve performance.

General Responsibilities:

1. To draw the attention of the Director NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
2. To maintain the highest standards of probity throughout the Centre.
3. To undertake any other duties assigned by the Director of NCHADS.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU

Terms of Reference

The Administration and Finance Bureau is the point of coordination between the two functions and has the following responsibilities:

- To providing guidance on administrative and financial procedures and protocols.
- To supervise administrative and financial activities and performance.
- To ensure cooperation and coordination between the Administration and Finance Bureau and all other Units within NCHADS and, when appropriate, the Provinces and other institutions and agencies within and outside the MoH.
- To ensure timely implementation of activities of administrative and financial activities.
- To support and assist the Director of NCHADS, undertaking such other functions as he may from time to time determine.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU

JOB DESCRIPTION

Title of the post: Head of Administration and Finance Bureau (AF1)

Accountable to: Director of NCHADS

Accountable for: Staff of Administration and Finance Units

Job Summary:

To manage the Administrative services of NCHADS, through the Administration and Finance units, providing guidance, supervision and assessment of their activities and performance.

To be a member of the Senior Management Team, Chaired by the Director

Specific Responsibilities

1. To create and maintain documentation for the administration of all NCHADS units.
2. To manage and coordinate all the functions of the Administration and Finance Units.
3. To ensure development of weekly and annual plans for all units in the Bureau.
4. To verify in/out correspondence before getting approval from the Director.
5. To ensure supervision for all units, including Staff Appraisal for all staff of NCHADS.
6. To promote and provide for staff development opportunities.
7. To administer requests for salary increases and promotion.
8. To ensure coherence between activities of the Technical and Adm. and Fin. Bureau.
9. To ensure adherence to NCHADS administrative internal policies and procedures.
10. To ensure maintenance of proper inventories of all government property.
11. To manage vehicles use, car maintenance and gasoline supplies.
12. To manage the National budget: Priority Activities Programme (PAP).

General Responsibilities

1. To encourage and support the Heads of Unit, assisting them to manage their unit effectively, and progressively to raise the quality of the work for which they are responsible.
2. To strive at all times to assist the Bureau, and the Units within it, to attain the highest levels of accuracy and honesty in all their activities.
3. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
4. To undertake any other duties assigned by the NCHADS Director.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION UNIT

Terms of Reference

- To keep administrative records of NCHADS.
- To ensure that the communication between NCHADS and other institutions is done in a timely and appropriate manner.
- To maintain NCHADS' building, equipment and vehicles.
- To support implementation of NCHADS' activities through facilitating transportation, mission orders and other administrative matters.
- To manage personnel matters, including staff reports, determination and payment of salaries, recruitment and promotion.
- To monitor staff attendance.
- To be responsible for organizing and managing requirements for protocol and ceremonial events.
- To manage the reception of guests and visitors to NCHADS.
- To ensure cleanliness, safety and good hygiene of NCHADS.
- To manage the Library/Information Center.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Administration Unit

JOB DESCRIPTION

Title of the post: Head of Administration Unit (A1)

Accountable to: Head of Administration and Finance Bureau

Accountable for: Assets Management Officer, Messenger and Drivers Management Officer, General Administrative Officer, Personnel and Salary Management Officer, and Librarian.

Job Summary:

To be responsible overall for administrative matters, including secretarial, ceremonial, security, electricity and water supply, management of vehicles and drivers.

Specific Responsibilities:

1. To manage and provide guidance on administrative and secretarial work.
2. To manage and provide guidance on method of processing incoming and outgoing documents.
3. To provide instructions on preparing all administrative documents, such as mission orders, nomination letters, administrative certificates, etc.
4. To ensure the preparation and submission of monthly, quarterly, semi-annual and annual reports to the Ministry of Health.

General Responsibilities

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Administration Unit

JOB DESCRIPTION (This post may be filled by contract staff)

Title of the post: Office Manager (OM 1C)

Accountable to: Heads of Finance and Administration Units

Accountable for: Selected Staff of Administration Unit

Job Summary:

To manage the Office Administrative services of NCHADS, with the Administration and Finance Bureau.

Specific Responsibilities

1. To develop and maintain administration and office documentation, filing and file flow systems for NCHADS and all its units.
2. To ensure development of weekly and annual plans for all units in the Bureau.
3. To develop and maintain a Staff Appraisal system for all staff of NCHADS.
4. To promote and provide for staff development opportunities.
5. To ensure coherence between activities of the Technical and Adm. and Fin. Bureau.
6. To ensure adherence to NCHADS administrative internal policies and procedures.
7. To supervise maintenance of proper inventories of all government property.
8. To supervise the management of vehicles use, car maintenance and gasoline supplies.
9. To manage and provide guidance on administrative and secretarial work.
10. To manage and provide guidance on method of processing incoming and out going documents.
11. To provide instructions on preparing all administrative documents, such as mission orders, nomination letters, administrative certificate, etc.
12. To ensure the preparation and submission of monthly, quarterly, semi-annual and annual reports to the Ministry of Health.

General Responsibilities

1. To encourage and support the Heads of Unit, assisting them to manage their unit effectively, and progressively to raise the quality of the work for which they are responsible.
2. To strive at all times to assist the Bureau, and the Units within it, to attain the highest levels of accuracy and honesty in all their activities.
3. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
4. To undertake any other duties assigned by the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Administration Unit

JOB DESCRIPTION

Title of the post: General Administrative Officer (A2) (3 Posts)

Accountable to: Head of Administration and Finance Bureau

Accountable for: N/A

Job Summary:

To undertake secretarial, administrative, record keeping and ceremonial matters for NCHADS.

Specific Responsibilities

1. To register incoming and out going administrative documents.
2. To prepare administrative notes and memorandum for NCHADS.
3. To ensure the flow of admin and other documents between different units of NCHADS.
4. To prepare administrative documents (mission order, nomination letters, invitation letters, administrative certificates, and others).
5. To keep records of all administrative documents for NCHADS.
6. To manage NCHADS resource center/ library.
7. To handle the NCHADS stamp.
8. To manage telephone and fax services.
9. To undertake ceremonial matters.

General Responsibilities

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

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Administration Unit

JOB DESCRIPTION

Title of the post: Personnel and Salary Management Officer (A3)

Accountable to: Head of Administration and Finance Bureau

Accountable for: N/A

Job Summary:

To administer the status of NCHADS personnel, preparing salary rate and promotion documentation for NCHADS staff.

Specific Responsibilities

1. To manage and prepare all admin documentation related to NCHADS staff.
2. To manage and record NCHADS staff attendance.
3. To prepare, update and report on the status of NCHADS staff and its salary rate.
4. To prepare and request salary rate for contractual staff to the Ministry of Health.
5. To manage and prepare administrative documentation related to personnel, such as nomination letters, requests for promotion, staff transfers.
6. To prepare reports on the status of NCHADS staff and salaries.
7. To arrange staff performance assessment and prepare request for promotion, increase of salary rate.

General Responsibilities

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

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Administration Unit

JOB DESCRIPTION

Title of the post: Messenger Officer (A4)

Accountable to: Head of Administration and Finance Unit

Accountable for: N/A

Job Summary:

To distribute incoming and outgoing communication documents to and from NCHADS and allocate drivers to support the implementation of NCHADS activities.

Specific Responsibilities

1. To distribute NCHADS documents from NCHADS to other institutions.
2. To liaise with institutions within and outside NCHADS to make sure that they receive documents from NCHADS.

General Responsibilities

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

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Administration Unit

JOB DESCRIPTION

Title of the post: Security, Safety, Electricity and Hygiene Officer (A5)

Accountable to: Head of Administration and Finance Unit

Accountable for: N/A

Job Summary:

To ensure security, safety, electrical supply and good hygiene within NCHADS.

Specific Responsibilities

1. To ensure security, safety and order within NCHADS.
2. To arrange parking of staff's, guest's and NCHADS vehicles.
3. To monitor and ensure availability of electricity and water supply within NCHADS.
4. To ensure cleaning of NCHADS facilities, including offices and toilets.
5. To arrange refreshment and other related service for NCHADS's staff and guests.

General Responsibilities

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

FINANCE UNIT

Terms of Reference

- To maintain comprehensive records of funds from different sources supporting implementation by NCHADS and its networks.
- To develop and maintain a standardized accounting system that can be used for different requirements from donor agencies.
- To ensure compliance with the operational guidelines and procedures for implementation of programme activities.
- To coordinate with NCHADS Units and Provinces to ensure smooth fund flows.
- To maintain reliable records for reporting and auditing purposes.
- To maintain constant internal audit.
- To collaborate with the Planning, Monitoring and Reporting Unit to assist the implementation of NCHADS' activities through timely procurements of goods and services as required.
- To be responsible for preparing and releasing financial documents.
- To make staff salary and other payments.
- To maintain assets and inventories records.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Finance Unit

JOB DESCRIPTION

Title of the post: Vice Chief Administration and Finance Bureau and Head of Finance Unit (Number 1) (F1)

Accountable to: Chief of Administration and Finance Bureau

Accountable for: Accountants, Accounts Assistants, Procurement Officer and Cashier

Job Summary:

To ensure that funds disbursed by NCHADS are accounted for correctly according to the appropriate guidelines and requirements of donor bodies and within the framework of the overall NCHADS accounting system. To be responsible for maintaining records for auditing purposes and ensuring that the financial affairs of the NCHADS are conducted with probity and in a transparent and open manner.

Specific Responsibilities:

1. Designing and maintaining a comprehensive budgeting and accounting system for NCHADS which can also meet the differing requirements of donor agencies.
2. Preparation of the Annual Comprehensive Budget and Comprehensive Quarterly Budgets and reports for NCHADS funds, with the NCHADS Director and other staff concerned.
3. Preparing financial and accounting information as required by the Director of NCHADS.
4. Coordination of all work relating to audits required for the accounts of NCHADS including the production and maintenance of reliable records.
5. Communicating regularly with the MoH and other partners (e.g. World Bank, DFID, UN) on budgeting and accounting matters under the supervision of the Director of NCHADS.
6. Responsible for constant internal financial audit of the use of programme funds within provinces and projects ensuring compliance with the operational guidelines and procedures for the implementation of programme activities.
7. To coordinate financial activities with NCHADS Units and the provinces to ensure the smooth flow of funds.
8. To collaborate with the Planning, Monitoring and Reporting Unit to assist the implementation of NCHADS activities through the timely procurement of goods and services.
9. To be responsible for the preparation of administrative documents related to finance and accounting matters.
10. To ensure staff salaries and other payments are made with all appropriate authorisation and documentation.
11. To ensure all transactions are posted correctly in the accounting system.
12. To undertake any other tasks which may be required from time to time by the Director of NCHADS.

General Responsibilities:

1. Advise and assist unit staff with their skills and career development.
2. Ensure quality and accuracy of the work of staff in the unit.
3. Monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. Demonstrate a proactive approach to the management of the unit.
5. Co-operate constructively with other units to enable the corporate success of the work of

the NCHADS Programme.

6. To strive all times to assist the unit attain the highest levels of accuracy and probity in all its activities.
7. To draw the attention of the chief of Administration and Finance Bureau to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Chief of Administration and Finance Bureau or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Finance Unit

JOB DESCRIPTION

Title of the post: Vice Chief Administration and Finance Bureau and Head of Finance Unit
(Number 2) (F2)

Accountable to: Chief of Administration and Finance Bureau

Accountable for: Accountants and Cashier

Job Summary:

To ensure that government funds administered by NCHADS are accounted for correctly according to the appropriate guidelines and financial protocols and within the framework of the overall NCHADS accounting system. To be responsible for maintaining records for auditing purposes and ensuring that the financial affairs of the NCHADS are conducted with probity and in a transparent and open manner.

Specific Responsibilities:

1. Maintaining a comprehensive budgeting and accounting system for NCHADS which records the government and DFID funded financial transactions.
2. Preparation of Annual Comprehensive Budget and Comprehensive Quarterly Budgets and reports for NCHADS funds, with the NCHADS Director and other staff concerned.
3. Preparing financial and accounting information as required by the Director of NCHADS.
4. Coordination of all work relating to audits required for the government accounts of NCHADS including the production and maintenance of reliable records.
5. Communicating regularly with the MoH on budgeting and accounting matters under the supervision of the Director of NCHADS.
6. Responsible for constant internal financial audit of the use of funds ensuring compliance with the operational guidelines and procedures for the control and disbursement of funds.
2. To coordinate financial activities with NCHADS Units and the provinces to ensure the smooth flow of funds.
3. To be responsible for the preparation of administrative documents related to government finance and accounting matters.
4. To ensure staff salaries and other payments are made with all appropriate authorisation and documentation.
5. To ensure all transactions are posted correctly in the accounting system.
6. To undertake any other tasks which may be required from time to time by the Director of NCHADS.

General Responsibilities:

1. Advise and assist unit staff with their skills and career development.
2. Ensure quality and accuracy of the work of staff in the unit.
3. Monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. Demonstrate a proactive approach to the management of the unit.
5. Co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme.
6. To strive all times to assist the unit attain the highest levels of accuracy and probity in all its activities.
7. To undertake any other duties assigned by the Head of the Finance Unit or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Finance Unit

JOB DESCRIPTION

Title of the post: Accountant (F3) (2 posts)

Accountable to: Chief of Finance

Accountable for: Accounts Assistant

Job Summary:

To be responsible for maintaining full and proper accountancy records in relation to any transactions involving government funds or other sources.

Specific Responsibilities:

1. To keep the project or unit accounting files fully updated on a regular basis.
2. To reconcile the unit accounts with the bank statements.
3. To maintain the cash book register for project funds on a timely basis.
4. To prepare in a timely fashion monthly withdrawal applications, liquidation and replenishment requests from government sources.
5. To support Provincial Health Directors and provincial accountants regarding the use and accounting for funds at provincial level.
6. To prepare monthly Financial and Accounting Reports, and any other financial and accounting information as required by the Director of NCHADS and the Chief of Finance.
7. To maintain an oversight of fund availability by comparing budget plans with expenditure on a regular basis, drawing attention to discrepancies when these occur.

General Responsibilities:

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

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU – Finance Unit

JOB DESCRIPTION

Title of the post: Cashier (F4)

Accountable to: Head of Finance Unit

Accountable for: N/A

Job Summary:

To be responsible for the issue and administration of all cash payments, ensuring that these are made in accordance with the appropriate authorisation. To ensure that all specified records are properly maintained according to approved financial procedures. To keep all cash in a secure manner.

Specific Responsibilities:

1. To manage and account for all cash transactions in accordance with the approved financial procedures.
2. To liaise with the Ministry and Bank to arrange the withdrawal of cash in accordance with authorised procedures.
3. To arrange the transfer of funds to the appropriate recipients to enable activities to be implemented.
4. To administer the payment of salaries to the staff of the NCHADS.
5. To keep a proper record of all transactions, including cash flow, and submit these as appropriate for the scrutiny of the Director NCHADS or the Chief of the Finance Unit.
6. To keep all financial documents in a secure location and ensure they are only accessed for proper purposes.

General Responsibilities:

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU

Terms of Reference

The Technical Bureau is the point of coordination between Technical Units and has the following responsibilities:

- To determine and provide guidelines and frameworks for planning and implementation of NCHADS activities and programmes.
- To ensure coordination between all Units and the Administration and Finance Bureau of NCHADS, the Provinces and other institutions and agencies within and outside the MoH to ensure timely implementation of activities.
- To ensure that NCHADS' programmes are in line with approved technical guidelines and meet appropriate quality standards.
- To support and assist the Director of NCHADS, undertaking such other functions as he may from time to time determine.

To fulfill its role, the Technical Bureau will, as necessary, utilise the services of the Planning, Monitoring and Reporting Unit.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU

JOB DESCRIPTION

Title of the post: Head of Technical Bureau (TB1)

Accountable to: Director of NCHADS

Accountable for: Heads of Unit in the Technical Bureau; Other Technical Bureau staff

Job Summary:

To manage the Technical Bureau, ensuring it fulfills all the programme targets to which it is committed and that cohesive strategic and operational plans are prepared to guide future activity.

To be a member of the Senior Management Team, chaired by the Director.

Note: The Head of Bureau will utilize the assistance of the Heads of Technical Units, and particularly the Planning, Monitoring and Reporting Unit in fulfilling his responsibilities.

Specific Responsibilities

1. To manage the Units within the Technical Bureau, ensuring that, in turn, each is managed effectively to fulfill its assigned tasks.
2. To ensure that each unit is fully briefed on its future responsibilities and that within these parameters they produce appropriate work plans to fulfill their remit.
3. To verify respective regular unit work plans and reports to ensure that they form a cohesive whole which conforms to the targets set out in the current AIDS/STD Strategic Plan.
4. To oversee the performance of each Unit, taking steps to resolve any matter impeding the fulfillment of its activity plan.
5. To cooperate with and assist the Deputy Director in reviewing quality assurance practices and developing new approaches to quality management.
6. To oversee preparation of draft national policies for HIV/AIDS and STI Prevention and Care.
7. To manage the technical inputs of all internal and external technical assistance.
8. To contribute to effective collaboration with other NCHADS units, MOH departments, Provinces, NGOs and donor agencies for HIV/AIDS and STI prevention and care.
9. To draft long-term resource mobilization plans and, following approval, work on their implementation with donor agencies and others involved.

General Responsibilities

1. To encourage and support the Heads of Unit, assisting them to manage their unit effectively, and progressively to raise the quality of the work for which they are responsible.
2. To strive at all times to assist the Bureau, and the Units within it, to attain the highest levels of accuracy and honesty in all their activities.
3. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
4. To undertake any other duties assigned by the NCHADS Director.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

AIDS CARE UNIT

Terms of Reference

- To develop and disseminate policies, strategies, practical frameworks and guidelines for the implementation of the Continuum of Care in Cambodia.
- To plan for, coordinate and supervise the appropriate scaling-up and expansion of CoC and OI/ART services.
- To assist logistic unit to identify the needs for drugs (OI and ARV) and equipment for CoC.
- To monitor, evaluate and report on the different CoC components using the NCHADS M & E system, to improve the quality of care and services.
- To provide technical assistance to other institutions/agencies in implementing and scaling up the CoC services.
- To coordinate through appropriate mechanisms with other institutions/agencies in implementing CoC services to ensure effective allocation of resources for expanding CoC within the health system.
- To facilitate and ensure capacity building of health staff in HIV/AIDS care.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - AIDS Care unit

JOB DESCRIPTION

Title of the post: Head of AIDS Care unit (AC1)

Accountable to: Head of Technical Bureau

Accountable for: Staff of AIDS Care unit

Job Summary:

To manage the AIDS Care Unit and coordinate AIDS Care activities (HFBC, CHBC,) in cooperation with all other stakeholders concerned in this activity.

SPECIFIC RESPONSIBILITIES

1. To prepare and develop the national policies, strategies and guidelines for CoC.
2. To provide technical support for implementation of the CoC.
3. To formulate a plan of AIDS Care activities.
4. To undertake coordination and collaboration activities with NCHADS Units, MoH Department, Provinces, NGOs, Ols, and donor agencies working in the field of continuum of care.
5. To monitor, evaluate and report on activities of the unit for the NCHADS M and E system.
6. To convene regular meetings of the Continuum of Care Technical Working Group, and prepare agendas, and keep records and minutes, of the meetings.

GENERAL RESPONSIBILITIES

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director.

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.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - AIDS Care unit

JOB DESCRIPTION:

Title of the post: Vice Chief of AIDS Care Unit - Community Home Based Care (AC2)

Accountable to: Head of AIDS Care Unit

Accountable for: Community Home Based Care officer.

Job Summary:

To coordinate the program for implementation of Home and Community Based Care.

Specific Responsibilities

1. To coordinate preparation of National Policies, Strategies, Practical Framework and Guideline for Home and Community Based care.
2. To monitor and supervise data collection and report on Home and Community Based Care.
3. To formulate plans on Community Home Based care and to implement according to the plan.
4. To coordinate technical working group in development of the appropriate national training curriculum on Community Home Based Care, and organize training for NCHADS and provincial staff on HIV/AIDS care.
5. To coordinate activities with NCHADS Units, MoH department, Provinces, NGOs, OIs and donors agencies working in the field of Home and Community Based Care.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the AIDS Care Unit, or Head of Technical Bureau or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - AIDS Care Unit

JOB DESCRIPTION:

Title of the post: Vice Chief of AIDS Care Unit - Pediatric AIDS Care (AC3)

Accountable to: Head of AIDS Care Unit

Accountable for: Pediatric AIDS Care officer.

Job Summary:

To coordinate the program to implement Pediatric AIDS Care in health facilities (Referral Hospitals and Health Centers).

Specific Responsibilities

1. To coordinate in preparing of National Policies, Strategies, Practical Framework and Guideline for health facilities care.
2. To monitor and supervise on Pediatric AIDS Care in health facilities (Referral Hospitals and Health Centers).
3. To formulate plans on institutional care for approval and implementation.
4. To coordinate technical working group in development the appropriate national training curriculum, then, organize training for NCHADS and provincial staff on HIV/AIDS care, especially pediatric AIDS care training.
5. To coordinate activities with NCHADS Units, MoH department, Provinces, NGOs, OIs and donors agencies working in the field of Pediatric AIDS care health facilities care.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by Head of the AIDS Care Unit, Head of Technical Bureau or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - AIDS Care unit

JOB DESCRIPTION

Title of the post: Vice Chief--Health Facilities Based Care (AC4)

Accountable to: Head of AIDS Care Unit

Accountable for: N/A

Job Summary:

To coordinate the program to implement AIDS care in health facilities (Referral Hospitals and Health Centers).

Specific Responsibilities

1. To assist the Head of AIDS Care Unit to coordinate preparation of National Policies, Strategies and Guideline for health facilities care.
2. To monitor and supervise on AIDS care in health facilities (Referral Hospitals and Health Centres).
3. To formulate plans on institutional care for approval and implementation.
4. To assist Logistic Unit to estimate drug and supply requirements.
5. To organize and provide trainings for NCHADS and provincial staff on HIV/AIDS care.
6. To coordinate Technical Working Groups to develop guidelines and training curricula related to HIV/AIDS care.
7. To coordinate activities with NCHADS Units, MoH department, Provinces, NGOs, OIs and donors agencies working in the field of health facilities care.

GENERAL RESPONSIBILITIES

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the AIDS Care Unit or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - AIDS Care Unit

JOB DESCRIPTION:

Title of the post: Vice Chief of AIDS Care Unit - HIV Response in Closed Settings (AC5)

Accountable to: Head of AIDS Care Unit

Accountable for: N/A

Job Summary:

To coordinate the program of implementation of HIV/AIDS care in Closed Settings.

Specific Responsibilities

1. To coordinate in preparing of National Policies, Strategies, Practical Framework and Guideline for Health facilities care.
2. To monitor and supervise data collection and report on HIV Response at Close Setting.
3. To formulate plans for approval and implementation.
4. To coordinate technical working group in development the appropriate national training curriculum, then, organize training for NCHADS and provincial staff on HIV/AIDS care, especially for HIV Response at Close Setting.
5. To coordinate activities with NCHADS Units, MoH department, Provinces, NGOs, OIs and donors agencies working in the field of HIV Response at Close Setting.

GENERAL RESPONSIBILITIES

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by Head of the AIDS Care Unit, Head of Technical Bureau or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - AIDS Care unit

JOB DESCRIPTION

Title of the post: Community Home Based Care Officer (2 posts) (AC6)

Accountable to: Head of AIDS Care unit

Accountable for: N/A

Job Summary:

To coordinate implementation of the Community Home Based Care (CHBC) program.

Specific Responsibilities

1. To assist the Head of AIDS Care unit to coordinate in preparing National Policies, Strategies and Guideline for Community Home Based Care.
2. To monitor, supervision, data collection and reporting on CHBC.
3. To develop and formulate plans for CHBC.
4. To organizing training for NCHADS and provincial staff with respect to Community Home Based Care.
5. To coordinate activities between NCHADS Units, MoH departments, Provinces, CPNs, NGOs, OIs and donors agencies who are working in the field on Community Home Based Care.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the AIDS Care Unit or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - AIDS Care unit

JOB DESCRIPTION

Title of the post: Health Facilities Based Care Officer (AC7)

Accountable to: Head of AIDS Care Unit

Accountable for: N/A

Job Summary:

To coordinate the program to implement AIDS care in health facilities.

Specific Responsibilities

1. To assist the Head of AIDS Care Unit and the Vice Chief for Health Facility Based Care to coordinate preparation of National Policies, Strategies and Guideline for Health facilities care.
2. To assist the monitoring and supervision on AIDS care in health facilities.
3. To assist with the formulation of plans on institutional care for approval and implementation.
4. To assist the organization and provision of training for NCHADS and provincial staff on HIV/AIDS care.
5. To assist with coordinating Technical Working Groups to develop guidelines and training curricula related to HIV/AIDS care.
6. To assist with coordinating activities with NCHADS Units, MoH department, Provinces, NGOs, OIs and donors agencies working in the field of health facilities care.

GENERAL RESPONSIBILITIES

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the AIDS Care Unit or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - AIDS Care Unit

JOB DESCRIPTION:

Title of the post: Pediatric AIDS Care Officer (AC8) (Note: May be held by contract staff.)

Accountable to: Deputy Head of AIDS Care Unit - Pediatric AIDS Care

Accountable for: N/A

Job Summary:

To assistance deputy head of AIDS care unit to coordinate the program to implement Pediatric AIDS care in health facilities (Referral Hospitals and Health Centers).

Specific Responsibilities

1. To assist the Deputy Head of AIDS Care unit to coordinate in preparing of National Policies, Strategies and Guideline for Health facilities care.
2. To monitor and supervise data collection and report on Pediatric AIDS care in health facilities (Referral Hospitals and Health Centers).
3. To assist deputy head of AIDS care unit who responsible for Pediatric AIDS care to formulate plans on institutional care for approval and implementation.
4. To assist deputy head of AIDS care unit who responsible for Pediatric AIDS care organizing training for NCHADS and provincial staff on HIV/AIDS care, especially pediatric AIDS care training.
5. To assist deputy head of AIDS care unit who responsible for Pediatric AIDS care coordinate activities with NCHADS Units, MoH department, Provinces, NGOs, OIs and donors agencies working in the field of Pediatric AIDS care health facilities care.
6. To keep records of all administrative documents for Pediatric AIDS care NCHADS.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Deputy Head of the AIDS Care Unit who responsible for Pediatric AIDS care, Head of AIDS care unit or the NCHADS Director.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

BCC UNIT

Terms of Reference

- To identify the needs for BCC/IEC for HIV/AIDS AND STD and design appropriate responses.
- To develop, and review from time to time, strategies and guidelines for use of IEC materials, outreach, peer education and the 100% condom use programme.
- To coordinate through relevant mechanisms, with other partners in conducting research, message development, production of IEC and BCC materials, and implementation of IEC and BCC interventions and the 100% condom use programme.
- To monitor on a regular basis the use of IEC materials, and coverage of BCC interventions and target populations, based on the NCHADS M&E system.
- To provide technical assistance to other partners in designing and implementing BCC interventions for HIV/AIDS and STD.
- To coordinate with PAO and other relevant organizations / NGOs to ensure condom availability throughout the country.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Behavioural Change and Communication Unit

JOB DESCRIPTION

Title of the post: Head of Behavioural Change and Communication Unit (BCC 1)

Accountable to: Head of Technical Bureau

Accountable for: All BCC Unit staff

Job Summary:

To be responsible for planning, managing and coordinating the BCC activities of NCHADS programme (IEC, Outreach and 100% CUP).

Specific Responsibilities

1. To work with Technical Working Group (TWG) on BCC to prepare and develop the national policies and guidelines for BCC.
2. To identify BCC needs in all NCHADS programme (e.g. Outreach, 100% CUP, STD, AIDS care, etc).
3. To formulate the plan of activities of the unit (IEC, Outreach and 100% CUP).
4. To coordinate activities with the units of NCHADS, governmental institutions, NGOs, OIs, and the private sectors which are involved with BCC the programme.
5. To monitor and supervise the unit and BCC activities and prepare required reports for the M&E system.

General Responsibility

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director.

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.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Behavioural Change and Communication Unit

JOB DESCRIPTION

Title of the post: Vice Chief, IEC for General Awareness Officer (BCC2)

Accountable to: Head of BCC Unit

Accountable for: N/A

Job Summary:

To be responsible for formulating planning and coordination related to IEC for general ass of STIs, HIV/AIDS and reproductive health.

Specific Responsibilities

1. To identify specific IEC needs to support the programmes and for general population.
2. To formulate plans for IEC materials production and distribution (both print and electronic materials).
3. To design printed materials and electric materials (script writing/story line for radio/TV programmes) and conduct pre-testing with target population.
4. To work with the contracted firms and supervise process of IEC production to ensure the quality of products.
5. To coordinate HIV/AIDS campaign with institutions, ministries, NGOs and PAOs.
6. To follow up and overview the IEC material's messages for NGOs and OIs who produce IEC materials for HIV/AIDS and STD.
7. To work with TV/radio companies to produce and broadcast programmes.
8. To distribute IEC materials to existing channels.
9. To conduct training/workshops on IEC material conceptualization to PAOs and involved organizations.
10. Prepare reports of IEC activities, distribution of materials, etc for the M&E system.
11. To prepare plans for special events and coordinate and assist with implementation.

General Responsibilities

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

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Behavioural Change and Communication Unit

JOB DESCRIPTION

Title of the post: Vice Chief, Outreach & Peer Education Officer (BCC3)

Accountable to: Head of BCC Unit

Accountable for: N/A

Job Summary:

To formulate, design, plan and coordinate outreach and peer education activities.

Specific Responsibilities

1. To initiate plan for the Outreach and PE program.
2. To conduct trainings/workshops relating the Outreach Programme (training for of trainers (TOT), in-service/refresher training etc).
3. To contribute to the supervision of the outreach & PE program.
4. To make plans for and conduct supervision of the outreach/PE and related IEC programme to every PAOs and involved organizations.
5. To coordinate and collaborate with the PST-OP and other institutions, NGOs and donors agencies in OR & PE.
6. To provide technical assistance to provinces and other partners on Outreach and PE.
7. To keep records and prepare reports of Outreach and PE activities for the M&E system.

General Responsibilities

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

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Behavioural Change and Communication Unit

JOB DESCRIPTION

Title of the post: Program Officer, 100% Condom Use (BCC4)

Accountable to: Head of BCC unit

Accountable for: N/A

Job Summary:

To formulate, plan and coordinate activities related to the 100% condom use programme.

Specific Responsibilities

1. To initiate the launch of the 100% CUP at the provincial levels
2. To build capacity of the 100% CUP implementers (CUCC & CUWG)
3. To ensure the availability of condoms at places of sexual entertainment
4. To coordinate the 100% CU activities with the involved institutions (e.g. CUCC & CUWG meeting)
5. To supervise the 100% CUP activities at the provincial levels.
6. To work with relevant organization to ensure condom availability through the 100% CUP.
7. To provide support for and coordinate condom promotion activities at provincial level
8. To keep records and prepare reports of 100% CUP for the M&E system.

General Responsibilities

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

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU- Behavioural Change and Communication Unit

JOB DESCRIPTION

Title of the post: BCC Officer (BCC5) (2 posts)

Accountable to: Head of BCC unit

Accountable for: N/A

Job Summary:

To assist with the management of all activities within the BCC unit and to take part in the OPC supervision activities as scheduled.

Specific Responsibilities:

1. To assist the unit to assess needs in relation to its activities and to prepare the unit work plan.
2. To assist the unit to manage all its activities.
3. To assist in preparing the supervision schedule.
4. To join with other BCC unit staff in conducting regularly supervision visits.
5. To assist in the preparation and the conduct of trainings/workshops related to BCC activities.
6. To prepare the monthly/quarterly unit reports of activities.
7. To ensure the unit documents are filed systematically.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
8. To assist in preparing the supervision schedule.
9. To join with other BCC unit staff in conducting regularly supervision visits.
3. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
4. To draw the attention of the Head of the Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
5. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

DATA MANAGEMENT UNIT

Terms of Reference

- To be responsible for collecting, managing and storing all client/patient and routine service provision data from STI, VCCT and OI/ART in health facility and home based care service in appropriate databases.
- To collaborate with concerned Units to review, design or update data collection tools and recording formats.
- To work with provinces to strengthen data collection and transfer systems.
- To collaborate with the Surveillance and Research Units in analyzing these data and presenting them in appropriate reports and formats.
- To be responsible for providing timely feedback to the concerned Units on OI/ART, STI and VCCT data, with particular attention to supporting quantification and forecasting of requirements for drugs and supplies.
- To collaborate with the Planning, Monitoring and Reporting Unit to ensure that these service and client/patient data are included appropriately in NCHADS Monthly, Quarterly and Annual Reports.
- To support all NCHADS Units in identifying data needs and support in using the data and the analyses to strengthen program design, planning, management and implementation.
- To provide training on data management to staff responsible for these data in all provinces.
- To link with other programs (TB, PMTCT etc) to share data.
- To maintain the NCHADS computers, LAN, network and computer systems in good working order.
- To ensure that all information technology, computer and other hardware in NCHADS is inventoried and the inventory maintained up-to-date.
- Maintained NCHADS website.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - Data Management Unit

JOB DESCRIPTION

Title of the post: Head, Data Management Unit (DM1)

Accountable to: Head of Technical Bureau

Accountable for: Staff of Data Management Unit

Job Summary:

To lead the design and maintenance of data management tools for, and the collection and analysis of data from, OI/ART, STI and VCCT services.

Specific Responsibilities

1. To lead and manage the Data Management Unit, assigning and supervising the work of unit staff.
2. To work closely with NCHADS Units, provinces and partners to determine data management needs, based on the NCHADS Program and various stakeholders' requirements.
3. To prepare guidelines and protocols for data collection, storage, analysis and reporting systems.
4. To manage, up-date and where necessary design all databases for the data management system.
5. To organize the coordination of data collection, storage and management with NCHADS Units, provinces and stakeholders.
6. To work with NCHADS Units, provinces and other partners to analyze data.
7. To work with other NCHADS staff to prepare monthly, quarterly, annual and other reports based on the data management system.

General Responsibilities

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To cooperate constructively with other units to enable the corporate success of the work of the NCHADS.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - Data Management Unit

JOB DESCRIPTION

Title of the post: Vice Chief of Data Management Unit (DM2)

Accountable to: Head of Data Management Unit

Accountable for: N/A

Job Summary:

To assist with the design and maintenance of data management tools, and the collection and analysis of data from OI, ART, STI and VCCT services.

Specific Responsibilities

General Responsibilities

1. To work with due diligence provide back up and supervision to health facilities, and ensure adequate feed back and dissemination of report.

General Responsibilities

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To cooperate constructively with other units to enable the corporate success of the work of the NCHADS.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of Data Management Unit, the Head of the Technical Bureau or the NCHADS Director

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Data Management Unit

JOB DESCRIPTION

Title of the post: Information Technology Officer (IT1C) (Note: May be held by contract staff)

Accountable to: Head of Data Management Unit

Accountable for: N/A

Job Summary:

To ensure the normal functionality of all computer system at NCHADS, and to provide support to NCHADS in solving computer related problems.

Specific Responsibilities

1. To maintain the NCHADS computers, LAN, network and computer systems in good working order.
2. To ensure that all information technology, computer and other hardware in NCHADS is inventoried and the inventory maintained up-to-date.
3. To assist in the design of new information technology and network systems for NCHADS
4. To prepare technical specifications for new computers, networks and systems in NCHADS.
5. To install new computers, networks and systems in NCHADS.
6. To prepare monthly, quarterly, annual and other reports regarding IT in NCHADS as required.
7. Maintained NCHADS Website.

General Responsibilities

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

LOGISTICS MANAGEMENT UNIT

Terms of Reference

- To develop a national quantification system for all required items related to HIV/AIDS care and treatment (antiretroviral (ARV) and opportunistic infection (OI) medications, CD4 and VCCT reagents, consumables, equipment) and the care and treatment of sexually transmitted infections (STI - medications, reagents, consumables and equipment).
- To establish quantifications for all required items related to HIV/AIDS and STI care and treatment.
- To guarantee storage under suitable conditions for all relevant supplies, in collaboration with Central Medical Stores (CMS) and other partners.
- To ensure the timely supply and distribution of all required items to all relevant sites.
- To track all supplies received at NCHADS warehouse by source of funding.
- To collaborate with all relevant units within NCHADS and all sites and partners that form part of the NCHADS Program.
- To ensure the timely and complete receipt of reports from all relevant sites as well as timely submittal of reports to the Director of NCHADS.
- To establish a well functioning inventory system that will ensure the avoidance of stock outs and expiry of stock.
- To establish a committee control for receipt and acceptance of new stock.
- To supervise the rational storage and distribution of HIV/AIDS and STI related supplies at NCHADS and all relevant sites (via periodic Monitoring and Evaluation visits).
- To build human resource capacity at the provincial, referral hospital and operational district level by training, monitoring and supervision.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Logistics Management Unit

JOB DESCRIPTION

Title of the post: Head of Logistics Management Unit (LM1)

Accountable to: Head of Technical Bureau

Accountable for: Staff of Logistic Management Unit.

Job Summary:

To oversee all activities related to the Logistics Management Unit including the efficient supply and distribution of HIV/AIDS and STI related supplies to all relevant sites within the NCHADS Program, adequate storage of all supplies, as well as communication and collaboration with relevant partners and institutions.

Specific Responsibilities

1. To ensure the smooth and effective working of the supply function, making supervisory checks and taking prompt action when necessary to resolve any problems which may occur.
2. To verify with consumers that supplies are received in a timely manner, in correct quantity and in good condition, taking speedy action to improve the arrangements where needed.
3. To visit stores on a regular basis to ensure the proper handling and storage of stocks giving directions on improvements when required.
4. Submit quarterly performance reports for all units.
5. To report unit activities on a monthly quarterly and yearly basis in accordance with NCHADS protocols.
6. Organize and participate in liaison meetings with DDF, CMS and related Units to ensure the supply function is meeting their needs.
7. Oversee and assist unit staff to assess and prepare statements of requirement and specification for drug and medical supplies working closely with the technical and finance units for this purpose.
8. To coordinate the work of the Unit with all relevant entities including all units, CMS, EDB, Customs Clearance Authority, NGOs and others.

General Responsibilities

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Logistics Management Unit

JOB DESCRIPTION

Title of the post: Vice Chief of Logistics Management Unit (LM2)

Accountable to: Head, Logistics Management Unit

Accountable for:

Job Summary:

To assist the Head of the Logistics Management Unit in the management and distribution of HIV/AIDS and STI supplies by regularly collecting and analyzing data from site reports. Analyses ART facility reports and generates quarterly distribution plans for all relevant supplies. Coordinates with partners ensure the efficient dispensing OI/ARV drugs at CoC sites.

Specific Responsibilities

1. To ensure the supply and distribution of all relevant products at the assigned sites.
2. To collect data on the use of drugs from all assigned sites.
3. To analyze the data received and monitor the proper and rational use of drugs.
4. To check ARV reports, drawing the attention of the Head of Unit to any discrepancies or other oddities in the figures.
5. To prepare plans to conduct training on logistics management.
6. To coordinate with partners to conduct on site or national level training.
7. To support and assist the Head of Unit in overseeing and ensuring the efficient operation of the supplies function.

General Responsibilities

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Logistics Management Unit

JOB DESCRIPTION

Title of the post: Warehouse Manager (LM3)

Accountable to: Head, Logistics Management Unit

Accountable for: Warehouse Supervisor

Job Summary:

To oversee the operation of the stores, ensuring that all materials are received, stored and distributed in an appropriate manner and that stock records are maintained correctly in accordance with NCHADS protocols. To ensure that any specialist storage requirements for goods or drugs, such as temperature, are properly observed. To draw the attention of the Head of the Unit to any matter which may affect the efficient receipt and distribution of drugs or other materials.

Specific Responsibilities

1. To supervise the functioning of the stores to ensure that these operate efficiently and effectively.
2. To ensure efficient stock management in accordance with distribution plans and emergency orders as established by data analyses.
3. To prepare and maintain records of incoming/outgoing materials and of stock in hand.
4. To communicate all information related to the in-and outflow of relevant products to data analysts.
5. To complete a quarterly inventory of all products held in stores.

General Responsibilities

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Logistics Management Unit

JOB DESCRIPTION

Title of the post: Warehouse supervisor (LM4)

Accountable to: Head, Logistics Management Unit

Accountable for: N/A

Job Summary:

To receive goods and materials, including drugs, into the stores, verifying that the quantity and specifications are correct at time of delivery. To assist in the distribution of items from the stores ensuring that proper authorisation has been given for their despatch. To maintain the stores in a fit condition, ensuring that they are clean and tidy at all times and that items can easily be found when required.

Specific Responsibilities

1. To oversee the receipt of items into the stores drawing attention to any discrepancies which may occur.
2. To supervise the release of drugs or other items from the stores ensuring that proper authorisation has been given in advance.
3. To maintain stores records including stock cards, in accordance with NCHADS protocols.
4. To assist with preparation of the quarterly inventory of stored items.
5. To keep the stores in a clean and orderly condition.
6. To assist the Warehouse Manager as required.
7. To draw attention of the Warehouse Manager to any aspect of the operation of the stores which may affect the efficiency of the way it functions.

General Responsibilities

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

NATIONAL CLINIC FOR DERMATOLOGY AND STD

Terms of Reference

- To provide STD/Dermatology, care, treatment, counseling and VCCT services at the National Clinic site in Phnom Penh.
- To provide laboratory services to support the STD/Dermatology and VCCT services at the National Clinic site in Phnom Penh.
- To work with the community and NGOs, providing HIV/AIDS knowledge to both the general population and high-risk groups within the National Clinic catchment area in Phnom Penh.
- To promote and provide comprehensive STD services to the community within the National Clinic catchment area in Phnom Penh.
- To provide STD clinical training to medical students of the University of Health Sciences of Cambodia.
- To develop HIV/AIDS/STD related guidelines on dermatological diagnosis and treatment.
- To conduct clinical research on HIV/AIDS/STD related dermatological conditions.
- To provide reports to the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - National Dermatology and STD Clinic

JOB DESCRIPTION

Title of the post: Clinic Director (NCDS 1)

Accountable to: Head of Technical Bureau

Accountable for: Staff of the National Dermatology and STI Clinic.

Job summary:

To manage the activities of the National Dermatology and STD Clinic to ensure it offers an effective and efficient service to patients whilst also being a specialist resource centre that collaborates with other national and provincial services and NCHADS Units to raise standards of treatment through training for medical students and other in-service staff.

SPECIFIC RESPONSIBILITIES

1. To prepare work plans and budgets for clinic activities and to oversee their implementation.
2. To manage the activities of the clinic including out patient clinical services for dermatology/STD's plus HIV/STI-related counseling and care (VCCT) and the associated laboratory services.
3. To collaborate with the STI/RTI Case Management Unit to develop a high quality STI treatment service and a training center which meets national guidelines on STI/RTI.
4. To monitor and supervise the special provincial STI clinic.
5. To provide training on dermatology and STIs to pre and post graduate medical students and other health care professionals at national and provincial levels.
6. To collaborate with the STI/RTI Case Management Unit to supervise family health clinics and to strengthen laboratory staff capacity.
7. To ensure the medical supply needs of the clinic are met through the use of proper procedures.
8. To provide information and education about Dermatology/STDs to the general public including through radio and TV presentations.
9. To prepare monthly, quarterly or other reports required by the Director of NCHADS.

GENERAL RESPONSIBILITIES

1. To demonstrate leadership and initiative in the management of the unit.
2. To set standards of professional and administrative performance and manage staff to ensure that these are met.
3. To advise and assist unit staff with their skills and career development
4. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme
6. To strive at all times to assist the clinic to attain the highest levels of clinical performance, accuracy and honesty in all its activities
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning or delivery of sound clinical care by the unit.
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - National Clinic for Dermatology and STD

JOB DESCRIPTION

Title of the post: Assistant Clinic Director (2 posts) (NCDS 2)

Accountable to: Clinic Director

Accountable for: N/A

Job summary:

To undertake the testing, diagnosis and treatment of patients attending the clinic whilst also assisting the Clinic Director to manage the activities of the clinic by providing supervision, clinical guidance and training on STD's and dermatology.

SPECIFIC RESPONSIBILITIES

1. To monitor and supervise the routine activity of the clinic on behalf of the Director and to act for him in his absence.
2. To undertake the diagnosis and treatment of STD/dermatology patients who attend the clinic and to provide clinical guidance and support to other staff when this is required.
3. To undertake the testing of patients for HIV where this is clinically indicated.
4. To provide training on dermatology and STD to medical students, and to other health care professional staff including medical staff of the Clinic.
5. To assist the Director of the Clinic with the collection of management or clinical data and the preparation of routine or exceptional reports for the Director of NCHADS or other authorised recipients.
6. To assist the Clinic Director to collaborate with the STI/RTI Unit over the supervision of Family Health Clinics and the strengthening of their clinical and laboratory staff capacity to respond to STDs.
7. To estimate, order and maintain adequate supplies of drugs for the diagnosis and treatment patients.
8. To assist the director to prepare budget estimates for clinic activities.

GENERAL RESPONSIBILITIES

1. To work with due diligence in carrying out the tasks of the position.
2. To ensure regular, punctual and full-time attendance to duties during official working hours.
3. To strive at all times to assist the Clinic to attain the highest levels of clinical performance, accuracy and honesty in all its activities, including clinical care.
4. To draw the attention of the Clinic Director immediately to any irregularity or other matter of significance affecting the efficient, effective and honest functioning of the Clinic, including the delivery of sound clinical care.
5. To undertake any other duties assigned by the Director of the Clinic or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - National Clinic for Dermatology and STD

JOB DESCRIPTION

Title of the post: Laboratory Manager (NCDS 3)

Accountable to: Clinic Director

Accountable for: Staff of the laboratory

Job summary:

To manage all laboratory activities to ensure that they deliver an efficient and effective service of the highest possible clinical standard whilst also providing training and development for medical staff and students, laboratory and other staff.

SPECIFIC RESPONSIBILITIES

1. To set standards of professional or other work performance for laboratory staff according to the instructions of the Clinic Director and current service policies.
2. To supervise laboratory technicians to ensure they meet the standards of performance expected of them.
3. To provide training for medical staff and medical students on HIV/STI testing techniques.
4. To provide in-service training on STI/HIV to provincial STI laboratory staff.
5. To collaborate with VCCT and Laboratory Support Unit to organize the HIV testing workshop to laboratory technicians working at STD clinics.
6. To supervise laboratory technicians who perform STI/HIV testing for the general population.
7. To monitor and supervise STI laboratory staff at provincial level STD clinics.
8. To estimate, order and maintain laboratory supplies and equipment.
9. To attend and contribute to regular STI technical working group meetings.

GENERAL RESPONSIBILITIES

1. To work with due diligence in carrying out the tasks of the position.
2. To ensure regular, punctual and full-time attendance to duties during official working hours.
3. To strive at all times to assist the Clinic to attain the highest levels of clinical performance, accuracy and honesty in all its activities, including clinical care.
4. To draw the attention of the Clinic Director immediately to any irregularity or other matter of significance affecting the efficient, effective and honest functioning of the Clinic, including the delivery of sound clinical care.
5. To undertake any other duties assigned by the Director of the Clinic or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - National Clinic for Dermatology and STD

JOB DESCRIPTION

Title of the post: Administrative staff (3 posts) (NCDS 4)

Accountable to: Clinic Director

Accountable for: N/A

Job summary:

To provide administrative services to support the efficient and effective operation of the clinic through the maintenance of records; compilation of data; preparation, circulation and storage of files or other documents; and the preparation of training materials.

SPECIFIC RESPONSIBILITIES

1. To prepare and manage the handling of all administrative documents including their filing and flow through the clinic.
2. To maintain records on the status of staff of the clinic, including their salary rates and prepare reports as required.
3. To prepare and manage administrative documentation related to personnel, such as nomination letters, requests for promotion, and staff transfers.
4. To prepare salary requests for clinic staff for submission to the Ministry of Health.
5. To register incoming and out going administrative documents.
6. To prepare administrative documents, memoranda, letters, mission orders, invitation letters and other documents and circulate to the recipients.
7. To assist with the preparation of monthly and quarterly reports about the clinic.
8. To prepare training and related materials for use by the clinic.

GENERAL RESPONSIBILITIES

1. To work with due diligence in carrying out the tasks of the position
2. To ensure regular, punctual and full-time attendance to duties during official working hours.
6. To strive all times to assist the unit attain the highest levels of clinical care, accuracy and honesty in all its activities.
7. To draw the attention of the Director of the Clinic immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit including the delivery of sound clinical care.
5. To undertake any other duties assigned by the Clinic Director or the NCHADS Director

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - National Clinic for Dermatology and STD

JOB DESCRIPTION

Title of the post: Chief of VCCT (1 post) (NCDS 5)

Accountable to: Clinic Director

Accountable for: VCCT Staff

Job Summary:

To manage the VCCT Center and NCDS Clinic ensuring that they both provide patient sensitive services that are efficient and of a high quality.

Specific Responsibilities

1. To manage the VCCT Centre and NCDS Clinic and the services they provide for clients.
2. To provide pre and post test counseling to clients.
3. To refer clients as appropriate to relevant HIV/AIDS care and treatment facilities.
4. To prepare lists of required drugs and consumables for use in the clinic.
5. To record patient and other related data and maintain clinical records of VCCT clients.
6. To prepare monthly and quarterly reports on VCCT activity.
7. To ensure that services provided for clients are sensitive and of the highest possible standard in accordance with all relevant protocols or other official guidance.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To ensure regular, punctual and full-time attendance to duties during official working hours.
3. To strive all times to assist the unit attain the highest levels of clinical care, accuracy and honesty in all its activities.
4. To draw the attention of the Director of the Clinic immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the clinic including the delivery of sound clinical care.
5. To undertake any other duties assigned by the Clinic Director or the NCHADS Director

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - National Clinic for Dermatology and STD

JOB DESCRIPTION

Title of the post: VCCT Staff (3 posts) (NCDS 6)

Accountable to: Chief of VCCT

Accountable for: N/A

Job Summary:

To assist with the management of the services provided by the VCCT center ensuring that high quality counseling and testing are provided.

Specific Responsibilities

1. To assist the Chief of VCCT to manage the VCCT Centre and its services for clients.
2. To undertake pre and post test counseling for clients.
3. To refer clients as appropriate to relevant HIV/AIDS care and treatment facilities.
4. To assist with the preparation of lists of drugs and consumables required by the clinic.
5. To record patient and other related data and maintain clinical records of VCCT clients.
6. To assist with the preparation of monthly and quarterly reports on VCCT activity.
7. To ensure that services provided for clients are sensitive and of the highest possible standard in accordance with all relevant protocols or other official guidance.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To ensure regular, punctual and full-time attendance to duties during official working hours.
3. To strive all times to assist the unit attain the highest levels of clinical care, accuracy and honesty in all its activities.
4. To draw the attention of the Director of the Clinic immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the clinic including the delivery of sound clinical care.
5. To undertake any other duties assigned by the Clinic Director or the NCHADS Director

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

PLANNING, MONITORING AND REPORTING UNIT

Terms of Reference

- To coordinate the development of the MoH Strategic Plan for HIV/AIDS Prevention and Care.
- To set annual targets and priorities for implementation that help achieve the goals stipulated in the Strategic Plan.
- To develop, manage and from time to time review, planning procedures, formats and processes for NCHADS.
- To coordinate the preparation of Annual (and Quarterly) Comprehensive Operational Plans to achieve these targets.
- To identify, allocate and track appropriate resources for the implementation of operational plans.
- To coordinate with other institutions/agencies and partners to achieve the goals set forth in the Plan and to avoid overlapping of activities.
- To coordinate the preparation of Annual Letters of Agreement (LoA) between NCHADS and provincial HIV/AIDS Management Teams (HAMTs).
- To develop, manage, and review from time to time, the Monitoring and Reporting system of NCHADS.
- To collaborate with other NCHADS Units in setting relevant indicators for monitoring the implementation of activities.
- To prepare regular (Quarterly and Annual) NCHADS Reports of the implementation of programme activities conducted by NCHADS and Provinces – based on the data generated by Units, provinces and the Data Management Unit.
- To provide technical assistance to the provincial level and other institutions and agencies in planning, monitoring and reporting on the implementation of programme activities.
- To collaborate with the other Units of NCHADS to coordinate the development of Standardized Operational Procedures, Policies, Strategies and Guidelines for implementation of NCHADS Programme activities.
- To support the PAB in administering the NCHADS PBSI scheme, including, maintaining the NCHADS and Provincial PBSI databases, and preparing PBSI APWs annually for all NCHADS and provincial staff receiving PBSI. (Aspects of this duty may be assigned elsewhere at the discretion of the Director NCHADS).

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU – Planning, Monitoring and Reporting Unit

JOB DESCRIPTION

Title of the post: Head of Planning, Monitoring and Reporting Unit (PMR 1)

Accountable to: Head of Technical Bureau

Accountable for: Staff of Planning, Monitoring and Reporting Unit

Job Summary:

To coordinate and oversee short term operational plan and the development of longer term strategic plans in NCHADS. To provide technical support and assistance to the Head of the Technical Bureau on all planning and associated matters.

Specific Responsibilities

1. To provide Unit Heads and PAOs with guidance on the parameters within which their next round of plans should be drafted.
2. To work closely with units and provinces, and coordinate the preparation of work plans by all units and provinces, ensuring integration where more than one unit is involved.
3. To compile NCHADS unified annual and quarterly work plans based on individual unit and provincial plans.
4. To liaise with the Finance Unit on budget allocations to support the work plans.
5. To submit quarterly and annual plans for approval and to resolve any queries.
6. To communicate the approval of plans and activities to Units and Provinces.
7. To assist with the development of long-term resource mobilization plans and work with donor agencies and others to bring them about.
8. To ensure the development of NCHADS comprehensive quarterly and annual activity reports.

General Responsibilities

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director.

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.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU – Planning, Monitoring and Reporting Unit

JOB DESCRIPTION

Title of the post: Planning Officer (4 posts, inc. 3 Vice Chiefs) (PMR 2)

Accountable to: Head of Planning, Monitoring and Reporting Unit

Accountable for: N/A

Job Summary:

To liaise between NCHADS and Provinces and other partners on planning, implementation support and coordination issues.

Specific Responsibilities

1. To guide and follow up the preparation and status of unit and provincial annual and quarterly plans.
2. To organize supervision of provincial planning and coordination activities.
3. To coordinate with the HAMT (HIV/AIDS Management Team) for provincial planning.
4. To assist with strengthening and capacity-building of PAOs (renovations, training, etc).
5. To work with the Administration and Finance Bureau and its units to ensure that planned resources are available for implementation.
6. To assess needs and prepare Annual Procurement Plans, based on Annual Work Plans
7. To coordinate all external training and prepare Annual Training Plans.
8. To coordinate the development and dissemination of strategies and guidelines for each component of NCHADS Strategic Plan.
9. To manage regular mechanisms (meetings reviews, evaluations, etc) to ensure coordination of all partners (other Ministries, agencies, NGOs, etc).
10. To maintain an up-to-date list of contacts, names, addresses, phone numbers, etc of partners and stakeholders.
11. To supervise and organize technical assistance to Provinces on programme management.

General Responsibilities

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU – Planning, Monitoring and Reporting Unit

JOB DESCRIPTION

Title of the post: Reporting Officer (2 posts, inc. 1 Vice Chief) (PMR 3)

Accountable to: Head of Planning, Monitoring and Reporting Unit

Accountable for: N/A

Job Summary:

To lead the process of designing, establishing and maintaining NCHADS' monitoring and reporting systems, including the analysis of collected data and preparation of NCHADS Reports.

Specific Responsibilities

1. To establishing indicators (input, output, outcome, impact).
2. To prepare guidelines and protocols for monitoring and reporting.
3. To organise the collection, collation and coordination of data collection.
4. To determine reporting needs, based on the monitoring and reporting system and various stakeholders' requirements.
5. To prepare all NCHADS annual and monthly monitoring reports.
6. To organise regular evaluation of programme components, and occasional overall programme reviews and evaluation.
7. To organise training on monitoring and reporting for NCHADS and provincial staff.
8. To coordinate with NCHADS Units, other agencies, and donors for monitoring and evaluation of NCHADS work.

General Responsibilities

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To cooperate constructively with other units to enable the corporate success of the work of the NCHADS.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of Unit, the Head of the Technical Bureau or the NCHADS Director.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

RESEARCH UNIT

Terms of Reference

- To identify HIV/AIDS and STD-related research that will improve HIV/AIDS prevention and care interventions in Cambodia.
- To coordinate, through appropriate mechanisms, with other research institutions in developing research agenda and conducting research activities.
- To build capacity of research teams at the National Center for HIV/AIDS, Dermatology AND STD.
- To collaborate with the National Ethics Committee to make sure that current and future HIV/AIDS and STD-related research conducted by the National Center for HIV/AIDS, Dermatology AND STD are ethically sound.
- To work closely with the Data Management Unit and Surveillance Unit to make sure that research is well tailored in accordance to the updated HIV/AIDS epidemic situation in Cambodia.
- To disseminate research results and encourage their findings into the design of interventions.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Research Unit

JOB DESCRIPTION

Title of the post: Head of Research Unit (R1)

Accountable to: Head of Technical Bureau

Accountable for: Research Officers

Job Summary:

To manage the Research Unit including planning, coordinating and implementing research activities and disseminating the results.

Specific Responsibilities

1. To undertake the overall management of the Unit.
2. To prepare the monthly and annual quantitative and qualitative Research Work Plans.
3. To coordinate the development and review of the research strategy, agenda, protocols and plans for the NCHADS' programme.
4. To allocate resources and identify mechanisms to carry out research activities.
5. To coordinate with other research activities, including partner research studies.
6. To build the capacity of research teams at the national and provincial levels.
7. To provide technical assistance to other units, departments and agencies, as required, in formulating or conducting research studies.
8. To monitor and report on the work in progress to the Head of the Technical Bureau for the NCHADS M&E system.
9. To coordinate dissemination of research findings.

General Responsibilities

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Research Unit

JOB DESCRIPTION

Title of the post: Vice Chief of Research Unit (R2)

Accountable to: Head of Research Unit

Accountable for: Clinical Research Officer and Epidemiological Officer

Job Summary:

To assist the chief of Research Unit to manage the activities of the unit including planning, coordination and implementation of qualitative and quantitative research and the dissemination of the results.

Specific Responsibilities

1. To assist the chief of the unit to undertake the overall management of the Unit.
2. To assist the chief of the unit to develop work plan for the unit.
3. To built up the capacity of research teams at the national and provincial levels.
4. To monitor the progress of project implementation.
5. To supervise data collection for the research.
6. To manage data entry and cleaning.
7. To do data analysis.
8. To draft report writing.
9. To organize the disseminations of research findings.

General Responsibilities

1. To advise unit staff with their skills and career development.
2. To initiate new idea for research in conformity with the real situation.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To co-operate with other agencies to enable the implementation of research project.
5. To draw the attention of the chief of the research unit immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
6. To undertake any other duties assigned by the Head of the Research Unit or Head of the Technical Bureau or the NCHADS Director.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Research Unit

JOB DESCRIPTION

Title of the post: Research Officer (R3) (3 posts)

Accountable to: Head of Research Unit

Accountable for: N/A

Job Summary:

To develop and maintain procedures for implementing all research activities and to undertake the tasks necessary for their completion.

Specific Responsibilities

1. To participate in developing plans, guidelines, protocols and training for research studies.
2. To develop the checklist and schedule for the supervision of research activities and provide necessary technical supports to the partners in carrying out research activities.
3. To manage data collection, analysis and reporting.
4. To report work progress.
5. To coordinate with other institutions to implement research studies.

General Responsibilities

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

STI / RTI CARE MANAGEMENT UNIT

Terms of Reference

- To develop national policies, strategies and guidelines for implementation of STI/RTI services in Cambodia.
- To coordinate with institutions within and outside the Ministry of Health through different mechanisms in the development of appropriate STI/RTI services that focus on both high risk and low risk situations.
- To develop and expand appropriate and accessible STI/RTI care services targeted at high risk populations, including entertainment workers.
- To develop national training curricula, materials and guidelines for STI/RTI services in the public sector, including those conducted by partners.
- To coordinate, and where necessary plan and organize, training for STI/RTI services in the public sector to ensure all training is based on approved national curricula.
- To identify the need for STI/RTI drugs, equipment, reagents and consumables for STI/RTI prevention and care for the public health sectors and to liaise with the logistic unit for their supply.
- To monitor the quality of STI/RTI prevention and care through the NCHADS M & E system and the Ministry of Health.
- To collaborate with relevant institutions in conducting regular STI/RTI Sentinel Surveillance, and operational research.
- To provide technical assistance to provinces and other organizations and agencies in improving access to STI/RTI services.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - STI/RTI unit

JOB DESCRIPTION

Title of the post: Head of STI/RTI Unit (STI/RTI 1)

Accountable to: Head of Technical Bureau

Accountable for: All STI/RTI Unit officers

Job Summary:

To plan and manage the STI Unit programme, within the MoH STI/RTI programme, in coordination and collaboration with other NCHADS units, MoH departments and NGOs. To oversee the work of the Unit staff, ensuring the highest possible standards of service.

Specific Responsibilities:

1. To develop the National policies & strategies for STI/RTI prevention and care.
2. To coordinate and collaborate with other NCHADS units especially the National Clinic for Dermatology and STI (NCDS), other institution in MoH and NGOs linked to STI/RTI area.
3. To develop and disseminate the national guidelines and standard operating procedures (SOP):
 - STI/RTI case management for high-risk population.
 - STI/RTI lab management for STI clinics.
 - STI/RTI case management for low-risk population.
4. To coordinate with PHD, PAO and OD to strengthen STI/RTI prevention and care activities for high-risk and general population.
5. To collaborate with BCC unit/NCHADS to develop the National Policy and Strategies and SOP for 100% condom use program (100% CUP), outreach activities and peer education for high-risk population and to follow up the progress of implementation.
6. To collaborate with PMR unit/NCHADS to develop the monitoring tools such as STI/RTI indicators and to follow up the progress of implementation.
7. To collaborate with Surveillance Unit/NCHADS to develop the SSS protocol and to follow up the progress of implementation.
8. To collaborate with Research Unit/NCHADS to develop the STI/RTI research protocol and to follow up the progress of implementation.
9. To prepare the meeting of provincial STI/RTI managers every semester at NCHADS.
10. To prepare the STI/RTI Quarterly and Annually Work Plans.
11. To monitor and supervise unit and STI/RTI activities and prepare required reports for the M&E system.
12. To convene regular meetings of the STI/RTI Technical Working Group, and prepare agendas, and keep records and minutes, etc.

General Responsibilities

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme.

6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS's Director.

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

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - STI/RTI unit

JOB DESCRIPTION

Title of the post: Vice-Chief of STI/RTI Unit (STI/RTI 2)

Accountable to: Head of STI/RTI Unit and Head of Technical Bureau

Accountable for: All STI/RTI Unit officers

Job Summary:

To assist the head of STI/RTI Unit in planning and managing the STI Unit programme, within the MoH STI/RTI programme, in coordination and collaboration with other NCHADS units, MoH departments and NGOs. To oversee the work of the Unit staff, ensuring the highest possible standards of service.

Specific Responsibilities:

1. To act as head of STI/RTI unit during the absence of the head of Unit.
2. To assist the Head of Unit in developing the National policies & strategies for STI/RTI prevention and care.
3. To assist the Head of Unit in coordinating and collaborating with other NCHADS units especially the National Clinic for Dermatology and STI (NCDS), other institution in MoH and NGOs linked to STI/RTI area.
4. To assist the Head of Unit in developing and disseminating the national guidelines and standard operating procedures (SOP):
 - a. STI/RTI case management for high-risk population.
 - b. STI/RTI lab management for STI clinics.
 - c. STI/RTI case management for low-risk population.
5. To assist the Head of Unit in coordinating with PHD, PAO and OD to strengthen STI/RTI prevention and care activities for high-risk and general population.
6. To assist the Head of Unit in collaborating with BCC unit/NCHADS:
 - a. For developing the National Policy and Strategies and SOP for 100% condom use program (100% CUP), outreach activities and peer education for high-risk population and to follow up the progress of implementation.
7. To assist the Head of Unit in collaborating with PMR unit/NCHADS:
 - a. For developing the monitoring tools such as STI/RTI indicators and to follow up the progress of implementation.
8. To assist the Head of Unit in collaborating with Surveillance Unit/NCHADS:
 - a. For developing the SSS protocol and to follow up the progress of implementation.
9. To assist the Head of Unit in collaborating with Research Unit/NCHADS:
 - a. For developing the STI/RTI research protocol and to follow up the progress of implementation.
10. To assist the Head of Unit in preparing the meeting of provincial STI/RTI managers every semester at NCHADS
11. To assist the Head of Unit in preparing the STI/RTI Quarterly and Annually Work Plans
12. To assist the Head of Unit in monitoring and supervising unit and STI/RTI activities and preparing required reports for the M&E system
13. To assist the Head Of Unit in convening regular meetings of the STI/RTI Technical Working Group, and prepare agendas, and keep records and minutes, etc.

General Responsibilities

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Head of STI/RTI Unit, Head of Technical bureau and Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of STI/RTI Unit, Head of the Technical Bureau or the NCHADS's Director.

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

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - STI/RTI unit

JOB DESCRIPTION

Title of the post: STI/RTI Officer-Team leader (STI/RTI 3 A1)

Accountable to: Head and Vice-Chief of STI/RTI Unit

Accountable for: STI/RTI Officer (STI/RTI 3 A2)

Job Summary :

To be responsible for STI/RTI clinic (Family Health Clinic) development, through staff training, supervision and monitoring and evaluation of performance.

Specific Responsibilities:

1. To update the number of the existing Family Health Clinics, trained staff.
2. To organize the initial training course, refresher training course on STI/RTI case management in sex workers.
3. To keep the supervision and monitoring report of STI/RTI unit teams on the Family Health Clinic and summary for PBSI evaluation indicator and semi-annual coordination meeting.
4. To collaborate with BCC unit/NCHADS:
 - a. For developing and distributing IEC materials (brochure, leaflets etc) for target population such as SWs.
 - b. For following up the update of number of sex establishment and sex workers registered by 100% CUWG and by outreach teams.
5. To collaborate with Data Management Unit/NCHADS:
 - a. For facilitating the STI/RTI data collection from all Family Health Clinics.
 - b. For following up trend of STI/RTI among Family Health Clinics (based on STI/RTI database and quarterly report distributed by the Data Management Unit/NCHADS.
6. To collaborate with Drug & Logistic Unit/NCHADS:
 - a. For estimating the medical equipments and furniture supplied by NCHADS and partners, and following up the needs and supplies.
 - b. For estimating the STI/RTI drug and consumable and following up the balance of quarterly distribution by CMS/MoH.
 - c. For following up the availability and the balance in stock of Medical History sheet, registers, patient cards, lab exam request.
7. To supervise and provide technical assistance on programme management and service delivery at all STI/RTI clinics.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
4. To ensure regular, punctual and full-time attendance to duties during official working hours.
5. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.

6. To draw the attention of the Head and Vice-Chief of the STI/RTI Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
6. To undertake any other duties assigned by the Head and Vice-Chief of the STI/RTI Unit or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - STI/RTI unit

JOB DESCRIPTION

Title of the post: STI/RTI Officer-Team leader (STI/RTI 3 B1)

Accountable to: Head and Vice-Chief of STI/RTI Unit

Accountable for: STI/RTI Officer (STI/RTI 3 B2)

Job Summary :

To be responsible for development of STI/RTI service integrated in reproductive health at health center, through staff training, supervision and monitoring and evaluation of performance.

Specific Responsibilities:

1. To update the number of the existing integrated STI/RTI service in health centers (HCs), trained staff in syndromic management.
2. To organize the initial training course, refresher training course on STI/RTI syndromic case management for HC staff and OD HIV/STI coordinator.
3. To keep the supervision and monitoring report of STI/RTI unit teams on integrated STI/RTI service in HCs for semi-annual coordination meeting.
4. To collaborate with BCC unit/NCHADS:
 - a. For developing and distributing the IEC materials (brochure, leaflets, ...) for general population.
5. To collaborate with Data Management Unit/NCHADS:
 - a. For coordinating with PAO for receiving the 5 STI syndromes reporting in the quarterly report of provincial health department (PHD) for MoH.
 - b. For following up the trend of STI/RTI among general population (based on STI/RTI database and quarterly reported by the PHD to MoH).
6. To collaborate with Drug & Logistic Unit/NCHADS:
 - a. For estimating STI/RTI drugs and consumables and following up the availability and the balance in stock and the balance distributed quarterly by CMS/MoH.
7. To collaborate with Reproductive Health Program/NMCHC:
 - a. For implementing all activities mentioned in the joint statement between NCHADS and NMCHC on improvement of STI/RTI services in Cambodia.
8. To supervise and provide technical assistance on programme management and service delivery at all STI/RTI service integrated in reproductive health at health center.

General Responsibilities

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

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

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - STI/RTI unit

JOB DESCRIPTION

Title of the post: STI/RTI Officer-Team leader (STI/RTI 3 C1)

Accountable to: Head and Vice-Chief of STI/RTI Unit

Accountable for: STI/RTI Officer (STI/RTI 3 C2)

Job Summary :

To be responsible for development of STI/RTI laboratory, through staff training, supervision and monitoring and evaluation of performance.

Specific Responsibilities:

1. To update the number of the existing STI/RTI lab, trained staff.
2. To organize the initial training course, refresher training course on STI/RTI lab management.
3. To keep the supervision and monitoring report of STI/RTI unit teams on the STI/RTI lab and summary for semi-annual coordination meeting.
4. To collaborate with the NCDS/NCHADS:
 - a. For developing and distributing aide-memoir tools (brochure, leaflets ...) for STI/RTI lab staff.
 - b. For coordinating and collaborating for quality assurance (QA) of provincial STI/RTI lab.
5. To collaborate with the Data Management Unit/NCHADS:
 - a. For developing the reporting forms and coordinate in STI/RTI lab data collection from all existing STI/RTI provincial labs.
 - b. For following up the trend of STI/RTI among STI/RTI provincial labs (based on STI/RTI database and quarterly report distributed by the Data Management Unit/NCHADS.
6. To collaborate with Drug & Logistic Unit/NCHADS:
 - a. For estimating the need of lab equipments and furniture and following up the inventory of these supplies by NCHADS and partners.
7. For estimating the STI/RTI reagents and consumable and following up the balance reported quarterly by all STI/RTI clinics.
8. For following up the availability and the balance in stock of lab reagents, examination cards, consumables...at NCHADS logistic store and the Central Medical Store (CMS) of the MoH.
9. To supervise and provide technical assistance on programme management and service delivery at all STI/RTI service integrated in reproductive health at health center.

General Responsibilities

6. To work with due diligence in carrying out the tasks of the position.
7. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
8. To ensure regular, punctual and full-time attendance to duties during official working hours.
9. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.

10. To draw the attention of the Head and Vice-Chief of the STI/RTI Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
11. To undertake any other duties assigned by the Head and Vice Chief of the STI/RTI Unit or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - STI/RTI unit

JOB DESCRIPTION

Title of the post: STI/RTI Officer (STI/RTI 3 A2)

Accountable to: STI/RTI Officer-Team leader (STI/RTI 3 A1) and Head of STI/RTI Unit

Accountable for: N/A

Job Summary :

To be responsible for STI/RTI clinic (Family Health Clinic) development, through staff training, supervision and monitoring and evaluation of performance.

Specific Responsibilities:

1. To assist the team leader in updating the number of the existing Family Health Clinics, trained staff.
2. To assist the team leader in organizing the initial training course, refresher training course on STI/RTI case management in sex workers.
3. To assist the team leader in keeping the supervision and monitoring report of STI/RTI unit teams on the Family Health Clinic and summary for PBSI evaluation indicator and semi-annual coordination meeting.
4. To assist the team leader in collaborating with BCC unit/NCHADS:
 - a. For developing and distributing IEC materials (brochure, leaflets, ...) for target population such as SWs.
 - b. For following up the update of number of sex establishment and sex workers registered by 100% CUWG and by outreach teams.
5. To assist the team leader in collaborating with Data Management Unit/NCHADS:
 - a. For facilitating the STI/RTI data collection from all Family Health Clinics.
 - b. For following up trend of STI/RTI among Family Health Clinics (based on STI/RTI database and quarterly report distributed by the Data Management Unit/NCHADS).
6. To assist the team leader in collaborating with Drug & Logistic Unit/NCHADS:
 - a. For estimating the medical equipments and furniture supplied by NCHADS and partners, and following up the needs and supplies.
 - b. For estimating the STI/RTI drug and consumable and following up the balance of quarterly distribution by CMS/MoH.
 - c. For following up the availability and the balance in stock of Medical History sheet, registers, patient cards, lab exam request.
7. To assist the team leader in supervising and providing technical assistance on programme management and service delivery at all STI/RTI clinics.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.

5. To draw the attention of the team leader and Head and Vice-Chief of the STI/RTI Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
6. To undertake any other duties assigned by the Head and Vice-Chief of the STI/RTI Unit or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - STI/RTI unit

JOB DESCRIPTION

Title of the post: STI/RTI Officer (STI/RTI 3 B2)

Accountable to: STI/RTI Officer-Team leader and Head of STI/RTI Unit

Accountable for: N/A

Job Summary :

To be responsible for development of STI/RTI service integrated in reproductive health at health center, through staff training, supervision and monitoring and evaluation of performance.

Specific Responsibilities:

1. To assist the team leader in updating the number of the existing integrated STI/RTI service in health centers (HCs), trained staff in syndromic management.
2. To assist the team leader in organizing the initial training course, refresher training course on STI/RTI syndromic case management for HC staff and OD HIV/STI coordinator.
3. To assist the team leader in keeping the supervision and monitoring report of STI/RTI unit teams on integrated STI/RTI service in HCs for semi-annual coordination meeting.
4. To assist the team leader in collaborating with BCC unit/NCHADS:
 - a. For developing and distributing the IEC materials (brochure, leaflets,) for general population.
5. To assist the team leader in collaborating with Data Management Unit/NCHADS:
 - a. For coordinating with PAO for receiving the 5 STI syndromes reporting in the quarterly report of provincial health department (PHD) for MoH.
 - b. For following up the trend of STI/RTI among general population (based on STI/RTI database and quarterly reported by the PHD to MoH).
6. To assist the team leader in collaborating with Drug & Logistic Unit/NCHADS:
 - a. For estimating STI/RTI drugs and consumables and following up the availability and the balance in stock and the balance distributed quarterly by CMS/MoH.
7. To assist the team leader in collaborating with Reproductive Health Program/NMCHC:
 - a. For implementing all activities mentioned in the joint statement between NCHADS and NMCHC on improvement of STI/RTI services in Cambodia.
8. To assist the team leader in supervising and providing technical assistance on programme management and service delivery at all STI/RTI service integrated in reproductive health at health center.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. To draw the attention of the team leader and the Head and Vice-Chief of the STI/RTI Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
6. To undertake any other duties assigned by the Head and Vice-Chief of the STI/RTI Unit or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU - STI/RTI unit

JOB DESCRIPTION

Title of the post: STI/RTI Officer (STI/RTI 3 C2)

Accountable to: Team leader (STI/RTI 3 C1) and Head of STI/RTI Unit

Accountable for: N/A

Job Summary :

To be responsible for development of STI/RTI laboratory, through staff training, supervision and monitoring and evaluation of performance.

Specific Responsibilities:

1. To assist the team leader in updating the number of the existing STI/RTI lab, trained staff.
2. To assist the team leader in organizing the initial training course, refresher training course on STI/RTI lab management.
3. To assist the team leader in keeping the supervision and monitoring report of STI/RTI unit teams on the STI/RTI lab and summary for semi-annual coordination meeting.
4. To assist the team leader in collaborating with the NCDS/NCHADS:
 - a. For developing and distributing aide-memoir tools (brochure, leaflets ...) for STI/RTI lab staff.
 - b. For coordinating and collaborating for quality assurance (QA) of provincial STI/RTI lab.
5. To assist the team leader collaborating with the Data Management Unit/NCHADS:
 - a. For developing the reporting forms and coordinate in STI/RTI lab data collection from all existing STI/RTI provincial labs.
 - b. For following up the trend of STI/RTI among STI/RTI provincial labs (based on STI/RTI database and quarterly report distributed by the Data Management Unit/NCHADS.
6. To assist the team leader in collaborating with Drug & Logistic Unit/NCHADS:
 - a. For estimating the need of lab equipments and furniture and following up the inventory of these supplies by NCHADS and partners.
 - b. For estimating the STI/RTI reagents and consumable and following up the balance reported quarterly by all STI/RTI clinics.
 - c. For following up the availability and the balance in stock of lab reagents, examination cards, consumables...at NCHADS logistic store and the Central Medical Store (CMS) of the MoH.
7. To assist the team leader in supervising and providing technical assistance on programme management and service delivery at all STI/RTI service integrated in reproductive health at health center.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.

5. To draw the attention of the team leader and the Head and Vice-Chief of the STI/RTI Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
6. To undertake any other duties assigned by the Head and Vice-Chief of the STI/RTI Unit or the NCHADS Director.

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

SURVEILLANCE UNIT

Terms of Reference

- To develop a national surveillance system and appropriate strategies and protocols for its implementation.
- To ensure that data are collected using the established systems.
- To disseminate data and make them widely available.
- To organize and coordinate estimations and projections of the HIV/AIDS epidemic.
- To work closely with the planning and data management units to make sure that surveillance data are properly used for planning and programming.
- To collaborate with other units of NCHADS and donor agencies in conducting regular surveillance activities and special surveys as required.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Surveillance Unit

JOB DESCRIPTION

Title of the post: Head of Surveillance Unit (S1)

Accountable to: Head of Technical Bureau

Accountable for: Surveillance Officers

Job Summary:

To manage the Surveillance Unit activities including planning, coordination and implementation of BSS, HSS and SSS and special survey activities and to disseminate the results.

Specific Responsibilities

1. Responsible for overall technical and managerial aspects in the Unit.
2. Be accountable to the Head of Technical Bureau and the Director of NCHADS.
3. Prepare monthly, quarterly and yearly work plan for the unit.
4. Develop national surveillance strategies in response to the current stage of the HIV/AIDS epidemic.
5. Develop survey protocol and budget estimation for all routine surveillance survey and special survey.
6. Prepare and submit all required documents for approval from the National Ethic Committee for each survey conducted by the surveillance unit.
7. Develop training curriculum for Provincial AIDS Programs, groups or individuals involved in the conducted surveillance survey.
8. Oversee and provide advises for each survey conducted by the surveillance unit.
9. Analyze the surveillance data and involve in report writing.
10. Organize and coordinate special workshop to do the estimation and/or projection of HIV prevalence in Cambodia.
11. Disseminate surveillance and/or special survey findings.

General Responsibilities

1. To advise and assist unit staff with their skills and career development.
2. To ensure quality and accuracy of the work of staff in the unit.
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme.
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director.

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Surveillance Unit

JOB DESCRIPTION

Title of the post: Vice chief of Surveillance Unit (S2)

Accountable to: Head of Surveillance Unit

Accountable for: Surveillance Officers

Job Summary:

To develop, assist and maintain procedures for implementing all HSS, BSS, SSS and special survey activities and to undertake the tasks necessary for their completion.

Specific Responsibilities

1. Assist the head of the unit in all aspects (managerial and technical works).
2. Oversee all administrative work relevant to the surveillance unit (follow up budget transferring and the purchase of survey materials).
3. Manage survey budget with approval from the head of the units.
4. Organize all training for the purpose of surveillance survey.
5. Organize and supervise all fieldwork activities according to timeframe set for each projects.
6. Provide assistance on technical and managerial aspect of the survey to organizations or individuals involved in the survey in the fields.
7. Ensure the quality and timely quarterly, monthly reports of surveillance activities to the technical bureau.
8. Supervise data entry, cleaning, and data storage.
9. Organize workshops for dissemination of the results of surveillance and/or special survey.

General Responsibilities

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

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - Surveillance Unit

JOB DESCRIPTION

Title of the post: Surveillance Officers (S3) (3 staff)

Accountable to: Head of Surveillance Unit

Accountable for: N/A

Job Summary:

To assist and maintain procedures for implementing all BSS, HSS, SSS, and special survey activities and to undertake the tasks necessary for their completion.

Specific Responsibilities

1. Be accountable to the chief of the Unit.
2. Participate in developing guidelines, training materials for the routine surveillance survey and special survey.
3. Participate in identifying mechanisms to carry out surveillance and ad hoc survey
4. Develop checklists and schedules for survey supervision trips and provide necessary technical supports to the Provincial AIDS Programs for each specific survey in the fields.
5. Supervise the data collection and write reports for each supervision trips.
6. Coordinate with other units & provincial AIDS office to ensure that the field work for each surveillance project being conducted smoothly.
7. Manage study budget in the fieldwork based on approved estimated study budget.
8. Perform all the data entry for surveillance survey (if stated in the protocol).
9. Filing and arranging all documents and lab material relevant to surveillance unit.
10. Compile monthly report, quarterly reports based on the approved annual work plan for the unit.
11. Prepare materials and other administrative work for the dissemination workshop of the results of surveillance and/or special survey.

General Responsibilities

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

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

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

VCCT & LABORATORY SUPPORT UNIT

Terms of Reference

- To develop and disseminate policies, strategies, practical frameworks and guidelines for the implementation of VCCT services within the Continuum of Care in Cambodia.
- To plan for, coordinate and supervise the appropriate scaling-up and expansion of VCCT services.
- To identify the needs, and ensure availability of equipment, reagents and consumables for VCCT and other necessary lab. for OI/ART treatment.
- To monitor, evaluate and report on VCCT services using the NCHADS M & E system, to improve the quality of services.
- To provide technical assistance to other institutions/agencies in implementing and scaling up VCCT services.
- To coordinate through appropriate mechanisms with other institutions/agencies in implementing VCCT services to ensure effective allocation of resources for expanding VCCT within the health system.
- To facilitate and ensure capacity building of health staff in VCCT services.
- To coordinate training for laboratory staff in using laboratory machines, which provide by NCHADS to support OI/ART treatment.
- To coordinate through appropriate activities with other institutions in implementing laboratory activities for OI/ART treatment.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - VCCT and Laboratory Services Unit

JOB DESCRIPTION

Title of post: Head of VCCT and Laboratory Support Unit (VCCT1)

Accountable to: Director of NCHADS

Accountable for: Staff of VCCT and Laboratory Support Unit

Job summary:

To be responsible for managing, coordinating and monitoring VCCT and the Laboratory Support Services of NCHADS.

Specific Responsibilities

1. To develop national policies, strategies and guidelines for VCCT and for laboratory services to support OI and ART.
2. To develop annual and quarterly work plans for the VCCT/LS unit.
3. To manage and coordinate the planning the activities of VCCT/LS unit staff.
4. To monitor, evaluate and report on the VCCT/LS services for the NCHADS M&E system.
5. To work with PAOs to provide training for health care staff on HIV counseling and laboratory staff on procedures.
6. To coordinate with institutional, and home and community care sub-units
7. To coordinate with NCHADS units and others (NGOs, bilateral and international organizations).
8. To work with the VCCT sub working group (including counseling curriculum, counseling network, referral system, monitoring and evaluation).
9. To collaborate with the Logistics Unit to estimate the volume of reagents or other consumables required for VCCT and laboratory services.
10. To prepare specifications for VCCT and laboratory supplies and ensure their correct delivery including assuring their quality and quantity.

General Responsibilities

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

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

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU - VCCT and Laboratory Services Unit

JOB DESCRIPTION

Title of post: VCCT and Laboratory Support Officer (2 posts) (VCCT2)

Accountable to: Head of VCCT and Laboratory Support Unit

Accountable for: N/A

Job summary:

Responsible for assisting with the development of policies, strategies and guidelines for VCCT and laboratory, training on HIV testing and counseling, ensuring materials, reagents supplied to all VCCT, monitoring and supervision to VCCT, and scaling up for new VCCT services.

SPECIFIC RESPONSIBILITIES

1. To assist with development and subsequent review of the policy, strategy and guidelines for VCCT and Laboratory.
2. To disseminate the policies and guidelines as necessary from time to time.
3. To assist in developing and reviewing HIV/AIDS counseling curriculum on testing and counseling.
4. To assist in developing the training materials, providing training and evaluating the outcomes.
5. To prepare and submit work plans to sponsors for the supply of VCCT materials reagents.
6. To arrange for the delivery of materials and reagents to VCCTs.
7. To undertake monitoring and supervision of VCCT services including developing indicators; collecting analysing and reporting data; providing quality control.
8. To assist with the preparation for new VCCT services, including assessment of sites; compilation of budgets; recruitment and training of staff; and installation of recording systems.

GENERAL RESPONSIBILITIES

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

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