



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

**VACANCY ANNOUNCEMENT**

The National Center for HIV/AIDS, Dermatology and STI (NCHADS) in the Ministry of Health is looking for a highly competent of **Senior Logistics Management officer, Data Analyst Officer, Boosted CoPCT National Coordinator, and Data Management Officer** in Phnom Penh office to the national HIV/STD program financed via The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). Under the direct supervision of the director of NCHADS, the Senior Logistics Management officer, Data Analyst Officer, **Boosted CoPCT National Coordinator**, Data Management Officer, is responsible for day-to-day oversight by Data Management Unit (DMU) and Logistic management Unit of NCHADS under GFATM-HIV/AIDS /KHM-C-MEF grant in Cambodia.

**Post title 01 : Senior Logistics Management officer (01 position) Re Announcement**

Work location in  
NCHADS,  
Phnom Penh

**Job Summary:**

To assist in overseeing the implementation of the all activities related to the Logistics Management Unit included forecasting and quantification for all commodities (ARV, RDT, Lab and consumable) and to ensure the efficient supply chain and stock management for NCHADS program, He is also responsible in assisting the update of national stock status dashboard, strategic plan and SOP related to logistic and supply management. Moreover, he is a focal point for all logistic-related issues and also involves in preparing and organizing the supply and stock management training and supervision visits to pharmacists at ART sites within HIV grant.

**Specific Responsibilities:**

- Manage NCHADS logistics officer activities to improve the supply chain of HIV drugs and HIV test kits in Cambodia
- Lead national forecasting and quantification exercise for HIV drugs and lab commodities and coordinate with internal and external HIV stakeholders and donor technical counterparts accordingly.
- Update List of Health Product (LoHP) and procurement plan for HIV drugs and HIV test kit using GF grant, and National budget and work closely with NCHADS technical Unit, MoH-LIT, MEF, GF, LFA about follow up clarifications and fulfillment of orders.
- Regular Update ARV National Stock Dashboard tool to improve ARV stock management, increase drug uptake and reduce expired stocks
- Monitor HIV drug and HIV test kits report from CMS and facilities to identify commodity supply gaps and strengthen/address the bottlenecks of supply chain management issues for drawing the attention/intervention.
- Lead Forecasting Working Group to have regular meetings and update quarterly review of national quantification reports using consumption data and stock status report Vs patients regimen report for PSM, implement partner (UNOPS, CHAI, US-CDC, .) and other HIV stakeholders decisions.
- Identify and coordinate capacity building activities on strengthening ARV drug and HIV test kit supply management systems including quantification, supply planning, and storage and inventory management for facilities level.
- Assist NCHADS Procurement to monitor commodities procurements from various sources and follow up regarding any issues with ongoing commodities procurements.
- Assisting updating the strategy plan, SOP and other plans for LMU when necessary
- Work closely with the NCHADS technical Unit, Department of Drug and Food (DDF), Central Medical Store (CMS), donor (Global Fund), implement partner (UNOPS, CHAI, US-CDC, .) and other HIV stakeholders to improve procurement and supply management of HIV commodities.
- Include all units, MOH, CMS, DDF (EDB), Customs Clearance Authority, NGOs and other Partnerships.

**Qualification Requirements:**

- Full time working in NCHADS Logistic Unit
- At Least Bachelor Degree in IT or Pharmacist or equivalent
- At least 3 years of progressive experiences in management of all commodities include Pharmaceutical, ARV Drug, RDT Test kit and consumables
- Good knowledge of English both in writing and speaking
- Well understanding of LMIS (Logistic Management Information System) and Ms. Office
- Excellent in interpersonal and communication skill (verbal and email)
- A strong desire to work in a team oriented and able to handle multiple tasks at once

**Post title 02 : Data Analyst Officer (01 position)**

Work location in  
NCHADS, Phnom Penh

**Job Summary:**

Responsibilities analysis of OI/STD Drugs Consumables and assessment for site.

**Specific Responsibilities:**

- To help distribution plans for OI/STD Drugs and consumable related with HIV /AIDS/STI program to the assigned sites.
- To collect data from all assigned sites on OI/STD Sites.
- To analyze the data report received and monitoring from the sites and NCHADS.
- To report to the Head of Logistics Management Unit
- To Quantification need for OI/STD Drug and Consumables for all sites is requirement.
- To help for prepared training for Logistic Management Unit.

**General Responsibilities:**

- To work with due diligence in carrying out the tasks of the position
- To cooperate helpfully within and between units to strengthen the performance of NCHADS



- To ensure regular, punctual and full-time attendance to duties during official working hours.
- To strive at all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
- 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.
- To undertake any other duties assigned by the Head of the Unit or the NCHADS Director.
- To do and prepare the custom clearance all Health commodities.
- To supervision for sites relevance to logistic when Chief of Unit need.

**Qualification and Education:**

- At least Bachelor degree in Medicine (at least secondary Nurse, Lab or equivalent) and IT Computer related.
- Candidates must have well in English language proficiency (Speaking, Writing and Listening)
- Knowledge Computer (Word, Excel, Power Point, Internet, Email....)

**Professional Experience in the implementation:**

- Experience at least 2 years in analysis Data and Distribution of Medicine and Reagent commodities and processing the document for Training, Workshop...
- Ensure for working on time and full time related task responsible preferment related to the requirement for the position.

Post title O3 : Boosted CoPCT National Coordinator (01 position)  
 Work location in NCHADS, Phnom Penh

**Job Summary:**

- To coordinate the Boosted Continuum of Prevention to Care and Treatment (B-CoPCT) activities for MARPs and assist the overall functioning of the Behavioral Change Communication Unit (BCC unit).

**Specific Responsibilities:**

- To coordinate and assist in the formulation and implementation of the work plan of B.CoPCT activities
- To develop and manage social media campaign activities for HIV/AIDS prevention among high risk population
- To assist in organizing BCC trainings and meetings as needed.
- To prepare micro budget plan for the specific program implementation as needed
- To facilitate break-out sessions during training and capacity building activities,
- To assist in convening regular coordination meetings of the National Technical Working Group on B.CoPC, and prepare records and minutes of the meetings.
- To provide administrative support to the head of the BCC Unit
- To support coordination and collaboration activities with NCHADS relevant Units, Provincial Health Department, local and international NGOs partners, UN and donor agencies who are involving in the implementation of B.CoPCT for key population.
- To support the monitoring, evaluation and reporting on activities of the unit for the NCHADS M&E system

**General Responsibilities:**

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

**Required qualifications:**

- University degree of health or social science
- Demonstrated interest in Public Health
- Knowledge of HIV/AIDS, Behavioral Change Communication, social Media and sociology
- Experience in working within Cambodia's Ministry of Health Programs
- Five years professional experience in organizing meetings, workshop and training
- Excellent demonstrated in social communication skills
- Computer skill, Word, excel, Power Point, Photosop and familiar with social network used
- Demonstrate in working independently
- Proficiency in written and spoken English.

Post title O4  
 Work location in Prey Veng Province.

Data Management officer (01 position) **Re Announcement**

**Specific Responsibilities:**

- To maintain the NCHADS STI, VCCT and OI, ART health facility and home-based care services data collection instruments.
- To work closely with NCHADS units and other partners to ensure regular collection and submission of patient data required for the data management system.
- To enter paper-based report from health facilities into databases
- To compile data on service availability and training.
- To compile, enter and maintain data in the data management databases.
- To prepare monthly, quarterly, annual and other reports based on the data management system.
- To assist the NCHADS unit to analyze data.
- To provide back up and supervision to health facilities, and ensure adequate feedback and dissemination of report.



**Required qualifications:**

**Essential:**

- Previous training or experience in computers (MS Office, Email, Excel, Word)
- Ability to conduct multiple tasks and effectiveness in high-pressure situations
- Ability to absorb and synthesize a broad range of information
- Ability to travel within the province
- Fluent written and spoken Khmer
- Fluent written and spoken English
- Good interpersonal skills

**Desirable**

- Degree in computer Science or related field
- Ability to install, maintain databases software system (SQL server)
- Previous experience in working in HIV/AIDS field

The closing date for submitting application is on the **22<sup>nd</sup> July, 2019** at 5.00PM. Only *short-listed candidates will be notified. The full Terms of Reference and requirements can be requested via email address below.*

**Application Information**

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

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