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## Various Positions

with National Center for HIV/AIDS, Dermatology and STD (Global Fund)

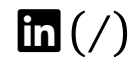
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BTDC-ID: 7812



 *Closing Date: 23-Jan-2021*



### Announcement Positions

- Senior Accounting Officer (1 Position)

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- Provincial Data Management Officer (1 Position)

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- Finance Officer-NCHADS-SI (1 Position)

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- Finance Officer-SSIs (1 Position)

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- Data Management Officer (1 Position)

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- Data Management Officer / Research Assistant (1 Position)

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### Announcement Description

The National Center for HIV/AIDS, Dermatology and STI (NCHADS) in the Ministry of Health is looking for a highly competent of following positions to working in Phnom Penh office and other provincial. This program financed via The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). Under the direct supervision of the director of NCHADS-SI, candidate is responsible for day-to-day oversight by Finance Unit, DMU Unit, Social Health Clinic –NCHADS-SI under GFATM-HIV/AIDS /KHM-C-MEF grant in Cambodia.

### Announcement Positions

## Senior Accounting Officer (1 Position)

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*Banking / Finance, Accounting, Exec. / Management, Business Administration*

📍 Location: Phnom Penh Capital

📅 Schedule: Full-time

💰 Salary: N/A

Work location : in NCHADS.

### Job Summary:

Under the direct supervision of the finance manager, the Senior Accounting Officer will contribute to the financial management of the SI-NCHADS ensuring compliance with the GF and PR MEF rules and procedures. She/He provides capacity building of accounting staffs at the SI level in their financial management in order to improve their capacity and fulfill their skill gaps.

### Duties

- Specific Responsibilities:
  - Act as certifying officer: Review the correct codification, completeness of supporting document and approved budget for all accounting vouchers: DV, RV, GJ, payroll list before being submitted to the Finance Manager
  - Prepare the monthly-end accounting report and year-end accounting report
  - Review and track provinces and other parties (supported hospitals, clinics...) reports and validate their disbursement requests
  - Validate all financial and accounting data into the accounting system; (including provinces and SI if any)
  - Ensure and maintain records for reporting and auditing purposes
  - Alert procurement unit when an invoice is received but procurement documents are missing to prepare payment
- Contribute to Budget Reporting
  - Contribute to NCHADS detailed budget preparation, reprogramming/adjustment
  - Ensure that the budget is entered/updated into the accounting software
  - Supervise and review the monthly, quarterly, half yearly and yearly NCHADS-SI Progress Update Disbursement Request (PUDR), but not limited to the Statement of use of fund, the Annual Financial Report and any other supporting documents needed.
  - Communicate to respective NCHADS units, their budget monitoring on a regular basis
- Accounting and reporting
  - Responsible of the good functioning of the accounting software such as but not limited to: Create chart of accounts, coding list when needed, report design when needed, contacting accounting system supplier when needed, applying safety rules and backing up as needed, work with NCHADS IT staff to install fix any used issues.
- Internal Control
  - Scrutinize and monitor all financial and accounting and period reports of the provinces and other parties (supported hospitals, clinics...) to ensure that internal control procedures and policies are adhered to;
  - Contribute to the NCHADS audit preparation and ensure that independent external and internal audit recommendation pertaining to NCHADS-SI accounting are implemented

- Perform an internal control function to ensure financial transaction comply with the GFATM and PR MEF guidelines and procedures
- Conduct regular monitoring on site when requested of the SI/Provinces/hospitals expenditure;
- Capacity Building
  - Provide directive and assistance to provinces and/or partners in compliance with financial and accounting management and reporting requirement of the GFATM. Conduct training when needed
- Liaison
  - Liaise with implementing partners including preparation of minutes of key meeting on financial and procurement issues, as requested by the SI Senior Management Team;
  - Coordinate with the finance team in response to the GFATM, LFA, MoH-LIT, and PR MEF for any issues related to Accounting section;
- Other
  - Monitor unit performance by developing indicators such as: respect of deadlines for reporting, number of corrections in journals...
  - Involve and coordinate with the finance and accounting team to strengthening and maintaining the database system of the Finance Section;
  - Perform other duties requested by finance manager and NCHADS senior management team.

## Requirements

- University degree in financial management, business, administration related
- Minimum 5 years Experiences in accounting, financial management in organization, including strong background managing sub grantees/provinces
- Minimum 3 years Experiences in managing grants international donors
- Strong background in accounting
- Ability work minimal supervision direction
- Ability perform a standard deliver quality outputs
- Ability work collaboratively a team environment, delivering quality within given timeframes
- Strong English language skills, both written spoken. Khmer language will highly regarded;
- Computer literate capability email, Microsoft Office, related business communication tools
- Knowledge in Computerized accounting software (QB, Sun, Tompro)
- Organizational skill
- Familiarity with working with donor-funded programs and government is an advantage

## Provincial Data Management Officer (1 Position)

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*Computer - General, Computer - Programming*

📍 Location: Koh Kong Province

📅 Schedule: Full-time

💰 Salary: N/A

Accountable to: Head of Data Management Unit

## Duties

- 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

## Requirements

- 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
  - Residence in concern province


## Finance Officer-NCHADS-SI (1 Position)

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*Banking / Finance, Business Administration, Accounting*

 Location: Phnom Penh Capital

 Schedule: Full-time

 Salary: N/A

Working in Phnom Penh office. This program financed via The Global Fund to Fight AIDS, Tuberculosis and Malaria

(GFATM). Under the supervision of the director of NCHADS, the Finance Officer, is responsible for day-to-day oversight by Finance Unit -NCHADS under GFATM-HIV/AIDS /KHM-C-MEF grant in Cambodia.

Job Summary:

Under the direct supervision of the finance manager, the Finance Officer will contribute to the financial management of the designated SSIs and NCHADS-SI ensuring that their reports comply with the GF and PR MEF rules and procedures. She/He work closely with the Senior Accounting Officer and Senior Finance Officer. He/she also has many contacts with external implementing partners and NCHADS technical units.

## Duties

- Grant and Budget Management
  - Contribute to the review of the NCHADS-SI and the designated SSIs detailed budget proposal, assumptions, based on the approved proposal by the GFATM.

- Participate to the Consolidation and verification of the budget (new or revised one) received from SSIs into the appropriate format.
- Contribute to the NCHADS-SI and designated SSIs budget reallocation (minor or major one) by preparing reallocation memo, updating tracking reallocation table, reviewing SSI requests
- Cash disbursement: Review and comment on cash advance or cash disbursement request received from SSIs and prepare supporting documents to facilitate the consolidation of the disbursement plan. Keep track of disbursement and confirmation received from SSI.
- Reporting:
  - Prepare NCHADS-SI reporting (Monthly, quarterly, half yearly and yearly)
  - Prepare regular tax claim and tax report of NCHADS-SI as needed.
  - Prepare NCHADS-SI ad-hoc report requested by GF, PR MEF or MoH.
  - Review in a timely manner the designated SSI reports (monthly, quarterly, half yearly).
  - This review includes but is not limited to the verification of completeness and appropriate SSI accounting, budget variance explanations etc.
  - Accounting system: review SSIs export ledger before importing it into NCHADS-SI system
- Be responsible for preparing and regularly updating of the Travel Related Cost plan
- Monitoring:
  - Contribute to NCHADS detailed budget preparation, reprogramming/adjustment
  - Where appropriate, review accounting supporting documents from SSI/SSSI before posting them into the NCHADS system, ensuring their quality and adequacy.
  - Contribute to keeping track and monitoring SSIs' respect of deadlines, by informing and following up with them.
  - Contribute to keeping track and monitoring also NCHADS' respect of deadlines such as but not limited to: timing for disbursing money to SSI, timing for giving feedback to monthly /quarterly report/half yearly/yearly report...
- Internal Control
  - Scrutinize and monitor all financial and accounting and period reports of SSIs to ensure that internal control procedures and independent external/internal audit recommendation are adhered to;
  - Be Involved and coordinate with the finance team to strengthen and maintain the database system/filing of the Finance Section
  - Assist the Sr. Officers in facilitating the NCHADS and SSI audit preparation and arrangement.
  - Inform and consult with the Senior staff and Finance manager of any questions, discrepancies, or other problems with SSI/NCHADS activities/reports/others...
  - Inform regularly – at least weekly-the senior officers on the status of the work in progress,
- Capacity Building
  - Provide directive and assistance to the designated NCHADS units/SSIs/SSSI in order for them to comply with financial and accounting management and reporting requirement of the GFATM and PR MEF guidelines
  - Participate to the SI training for NCHADS Units and SSIs if needed/required
- Liaison
  - Liaise with implementing partners for any issue related to finance/accounting/treasury within his/her responsibilities
  - Contribute with the finance team in responding to the GFATM, LFA, MoH-LIT, and PR MEF etc... for any issues related to finance section
  - Collaborate with the NCHADS Unit to assist in the implementation of NCHADS-SI/SSIs' activities when need

- Attend Finance or NCHADS staff meetings, and other meetings as required, to ensure good coordination, collaboration, sharing information and solving cross-cutting issues
- Perform other duties requested by finance manager and NCHADS senior management team.

## Requirements

- University degree in financial management, business, administration related
- Minimum 3 years Experiences in accounting, financial management in organization, especially reporting to donors
- Minimum 3 years Experiences in managing multi-grants international donors, especially grant the Global Fund
- Strong background in accounting
- Ability work minimal supervision direction
- Ability perform a standard deliver quality outputs
- Ability work collaboratively a team environment, delivering quality within given timeframes
- Proficiency in written and spoken English language. Khmer language will highly regarded;
- Computer literate capability email, Microsoft Office, related business communication tools
- Knowledge in Computerized accounting software (QB, Sun, Tompro)
- Organizational skill
- Familiarity with working with donor-funded programs and government is an advantage.


## Finance Officer-SSIs (1 Position)

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*Banking / Finance, Business Administration, Accounting*

 Location: Phnom Penh Capital

 Schedule: Full-time

 Salary: N/A

Work location in NCHADS.

Working in Phnom Penh office. This program financed via The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). Under the supervision of the director of NCHADS, the Finance Officer, is responsible for day-to-day oversight by Finance Unit -NCHADS under GFATM-HIV/AIDS /KHM-C-MEF grant in Cambodia.

Job Summary:

Under the direct supervision of the finance manager, the Finance Officer will contribute to the financial management of the designated SSIs and NCHADS-SI ensuring that their reports comply with the GF and PR MEF rules and procedures. She/He work closely with Senior Finance Officer. He/she also has many contacts with external implementing partners and NCHADS technical units.

## Duties

- Grant and Budget Management
  - Contribute to the review of the designated SSIs detailed budget proposal, assumptions, based on the approved proposal by the GFATM.
  - Participate to the Consolidation and verification of the budget (new or revised one) received from SSIs into the appropriate format. Contribute to reviewing SSIs budget adjustment request (minor or major one) and make recommendations.

- Cash disbursement: Review and comment on cash advance or cash disbursement request received from SSIs and prepare supporting documents to facilitate the consolidation of the disbursement plan.
- Keep track of disbursement and confirmation received from SSI.
- Reporting:
  - Review in a timely manner the SSI reports (monthly, quarterly, half yearly and any other required report from PR-MEF, MoH-LIT, donor, management) and ensure their compliance with PR-MEF/MoH-LIT and GF rules. This review includes but is not limited to the verification of the SSI accounting, verification of SSI accounting records, budget variance explanations etc.
  - Contribute to the NCHADS consolidated report esp. but not limited to the ending balance verification on quarterly, semi-annual and annual basis
  - Review SSI export ledger before importing it into NCHADS system
- Travel related cost
  - Review in a timely manner the quarterly TRC plan submitted by designated SSIs and ensure their completeness and compliance with PR-MEF/MoH-LIT and GF guidelines.
  - Regularly keep track and circulate with team the weekly update of SSIs' TRC plan
- Monitoring:
  - Conduct regular monitoring and auditing of the SSI expenditures. Supervision report is done by the staff in charge during the supervision visit.
  - Where appropriate, review accounting supporting documents from SSI/SSSI before posting them into the NCHADS system, ensuring their quality and adequacy.
  - Contribute to keeping track and monitoring SSIs' respect of deadlines, by informing and following up with them.
  - Contribute to keeping track and monitoring also NCHADS' respect of deadlines such as but not limited to: timing for disbursing money to SSI, timing for giving feedback to monthly /quarterly report/half yearly/yearly report...
- Internal Control
  - Scrutinize and monitor all financial and accounting and period reports of SSIs to ensure that internal control procedures and independent external/internal audit recommendation are adhered to;
  - Be Involved and coordinate with the finance team to strengthen and maintain the database system/filing of the Finance Section
  - Assist the Sr. Officers in facilitating the NCHADS and SSI audit preparation and arrangement.
  - Inform and consult with the Senior Finance Officer and Finance manager of any questions, discrepancies, or other problems with SSI activities/reports/others...
  - Inform regularly – at least weekly-the Senior Finance officer on the status of the work in progress,
- Capacity Building
  - Provide directive and assistance to the designated SSIs/SSSI in order for them to comply with financial and accounting management and reporting requirement of the GFATM and PR MEF guidelines
  - Participate to the SI training for NCHADS Units and SSIs if needed/required
- Liaison
  - Liaise with implementing partners for any issue related to finance/accounting/treasury within his/her responsibilities
  - Contribute with the finance team in responding to the GFATM, LFA, MoH-LIT, and PR MEF etc... for any issues related to finance section

- Collaborate with the NCHADS Unit to assist in the implementation of NCHADS-SI/SSIs' activities when need
- Attend Finance or NCHADS staff meetings, and other meetings as required, to ensure good coordination, collaboration, sharing information and solving cross-cutting issues
- Prepare minutes of key meeting on financial issues, as requested by the Finance Manager
- Perform other duties requested by finance manager and NCHADS senior management team.

## Requirements

- University degree in financial management, business, administration related
- Minimum 3 years Experiences in accounting, financial management in organization, especially reporting to donors
- Minimum 3 years Experiences in managing multi-grants international donors, especially grant the Global Fund
- Strong background in accounting
- Ability work minimal supervision direction
- Ability perform a standard deliver quality outputs
- Ability work collaboratively a team environment, delivering quality within given timeframes
- Proficiency in written and spoken English language. Khmer language will highly regarded;
- Computer literate capability email, Microsoft Office, related business communication tools
- Knowledge in Computerized accounting software (QB, Sun, Tompro)
- Organizational skill
- Familiarity with working with donor-funded programs and government is an advantage.


## Data Management Officer (1 Position)

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*Analyst / Assessment, Health/Medical, Exec. / Management*

 Location: Phnom Penh Capital

 Schedule: Full-time

 Salary: N/A

Work location in NCHADS.

Job Summary:

To with the design and maintenance of data management tools, and the collection and analysis of data from Prevention and STI service.

## Duties

- Assist fix NPD (DHIS2) system errors
- Assist system administrator for user all provinces
- Assist cleaning and import data to NPD system
- Assist coordination with NGO
- To generate data for Global Fund and NGO partners
- To maintain the NCHADS STI health facility and prevention data collection instruments.
- To develop tool for prevention and STI
- To work closely with NCHADS units and NGO partners to ensure regular collection and submission of patient data required for the data management system.



- To provide technical support to provincial data management officer and data entry clerk about data analysis to strengthen the quality of service in each site.
- 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.
- 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

## Requirements

- Degree in computer science or related field.
- 5 years' experience on Data Management
- Ability to install, maintain database software system.
- Some experience in working in HIV/AIDS field.
- Good in written and spoken English
- Previous experience working with Global Fund
- Residence in the concerned province is advantage
- Previous training or experience in DHIS2
- 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


## Data Management Officer / Research Assistant (1 Position)

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*Research / Development, Assistant, Computer - General*

 Location: Phnom Penh Capital

 Schedule: Full-time

 Salary: N/A

Work location in Social Health Clinic.

Under supervision and support from the SHC Coordinator. The Data Management Officer/ Research Assistant performs the following key functions:

Job Summary:

To assist with implementation of clinical research projects including data entry and data management, translation and conducting interviews.

## Duties

- Research and Data management
  - Entry of clinical, laboratory and behavioural data into study database

- Liaise with other study staff to ensure data is collected and recorded appropriately
- Ensure quality of data entry is consistent with that required for a clinical trial
- Ensure participant confidentiality is maintained through secure storage of data and written records
- Support the receptionist and pharmacist for database entry and generation of reports.
- Produce timely standard reports for clinic management, and NCHADS
- Collaborate with database developers/ maintenance to ensure that the database is functioning adequately
- Maintain SHC computer system, including network, printer, and internet.
- Perform data extraction and basic analysis for clinical, management and research activities.
- Perform interviews with PHA for the purposes of clinical research
- Translation – oral and written, including study materials between English and Khmer
- Assist in the development and maintenance of SHC and related research project standard operating procedures, and adhere to these procedures.
- Research projects
  - Where the Research Assistant / data manager is assigned responsibility for a specific research project;
    - Have a thorough knowledge of the relevant study protocol (including amendments),
    - Provide detailed explanation of the research project to patients for informed consent.
    - Coordinate research protocol requirements with patient care data management.
    - Ensure the accurate recording of data required by the research project in the patient's clinical notes and research project Case Report Form (CRF), in accordance with the protocol and the requirements of Good Clinical Practice (GCP).
    - Maintain any Site specific documentation and study management forms as required for the good conduct of the study.
    - Ensure all administrative requirements are met and filing is up-to-date.
    - Be available as reasonably required for monitors and auditors and other visits by sponsors.
    - Attend and participate in team meetings, training sessions and investigator meetings as required.
- General Responsibilities
  - Ensure participant privacy and confidentiality is maintained, and that the Social Health Clinic fosters a supportive non-discriminatory environment.
  - To strive to develop the Social Health Clinic as a Centre of Excellence, for clinical care, training and research.
  - 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 the Social Health Clinic and 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 Clinic Research Team Leader and Head of the Research Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the Social Health Clinic and research projects.
  - To undertake any other duties assigned by the Clinic Coordinator, Clinic Research Team Leader, Head of the Research Unit or the NCHADS Director

## Requirements

- Desirable:

- Degree in Computer Science or related field
- At least one-year experience with databases and data entry
- Previous training or experience in computers (Ms Office, Email, Excel, Word)
- Previous experience in the health sector
- Previous experience in Clinical research
- Essential:
  - Ability to conduct interviews for research purposes
  - Good interpersonal skills and sensitivity and ability to work with people living with HIV/AIDS
  - Fluent written and spoken Khmer, good written and spoken English
  - Able to travel within the province

## 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 address provided in the contact details 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 [website](https://www.nchads.org/) (https://www.nchads.org/).

The closing time for submitting application is at 5.00PM of the deadline. Only short-listed candidates will be notified. The full Terms of Reference and requirements can be requested via email address provided in the contact details.


## Contact Details


Contact Address - National Center for HIV/AIDS, Dermatology and STD (NCHADS), Procurement Unit, 02nd Floor, Building #245H, Street 6A, Phum Kean Khlang, Sangkat Prekleap, Russey Keo Khan, Phnom Penh Capital, Cambodia

### Contact Name

 National Center for HIV/AIDS, Dermatology and STD (Global Fund)

### Phone

 [023 432 090](tel:023432090) (tel:023 432 090)

 [017 430 006](tel:017430006) (tel:017 430 006)

### Email

 [recruit@nchads.org](mailto:recruit@nchads.org) (mailto:recruit@nchads.org)

 [admin.officer@nchads.org](mailto:admin.officer@nchads.org) (mailto:admin.officer@nchads.org)