



National Center for HIV/AIDS, Dermatology and STD (NCHADS), Sub implementer,
The Ministry of Health,
Funded by The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM)
Grand Name: KHM-C-MEF-H
Grand Number: 1999

VACANCY ANNOUNCEMENT

The National Centre for HIV/AIDS, Dermatology and STD (NCHADS) is one of the national programmes of the Ministry of Health with lead responsibility for recommending and implementing policies, strategies and standard operating procedures for the health sector response to HIV/AIDS and STI in Cambodia. Through the programmes management of effective health services.

NCHADS is looking for a highly competent of 1. Clinical AIDS Care Coordinator for Adult ART, 2. Procurement Officer, 3. Senior Data Management Officer- HIV Testing and Treatment Program, 4. Senior Data Management Officer - STI and HIV Prevention Program, 5. Data Management Officer- Software Developer, 6. Data Management Officer - IT Support, 7. Administration Assistant-NCHADS-SI, 8. M&E Officer-DMHSA-SSI, 9. Finance Officer-DMHSA-SSI, and 10. Administration Assistant-DMHSA-SSI under the direct supervision of Chief of AIDS Care Unit, Procurement Manager, Chief of Data Management Unit, Chief of Administration Unit and DMHDA-SSI Director, DMHDA-SSI Chief of Finance, DMHDA-SSI Senior Management team.

Post title (01)
Work location:
NCHADS

- : Clinical AIDS Care Coordinator for Adult ART (01 position)
Under supervision Chief of AIDS Care Unit. Clinical AIDS Care Coordinator for Adult performs the following key functions:

Job Summary:

To provide clinical management support to ART sites to ensure quality of care and treatment service for PLHIVs.

Specific Responsibilities:

- To lead the development and revision of clinical guidelines and training curriculum on management of OIs and ART for PLHIVs.
- To provide capacity-build to clinicians, counselors at the ART sites through Clinical Mentoring, on-sites coaching, and other related meeting/training/workshop.
- To implement activities to support Care and Treatment cascade of NCHADS toward our strategic plan to achieve 95-95-95 in 2030.
- To plan for documentation of achievement, and challenges in the implementation of the HIV cascade, and to address key activities to those challenges.
- To organize and coordinate all AIDS Care Unit activates.
- To report on the progress of the implementation of all activities of Care and Treatment Cascade to Head of AIDS Care Unit.
- To conduct field visit to low-performing sites, document challenges, report them to management team, and address them accordingly.
- To serve as a resource technical personnel on HIV program.
- To ensure that HIV services are complied with national protocols/SOP and guidelines on management of OIs and ART.
- To support ART clinic to address specific issue/indicators
- To continuously review, analyze the root causes of the problems, develop improvement plan, and follow-up related to the clinic's performance
- To build capacity and knowledge on HIV Care and treatment of health staffs
- To provide technical updates/peer review of particular HIV/AIDS cases
- To strengthen the clinical competency of healthcare workers at ART sites.

General Responsibilities

- To work with due diligence in carrying out the tasks of the position.
- To ensure regular, punctual and full-time attendance to duties during official working hours.
- To cooperate helpfully within and between units to strengthen the performance of NCHADS.
- To strive 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 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 Head of the Unit, 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 AIDS Care Unit, Head of the Technical Bureau and the Director of NCHADS.

Job Requirement:

Qualifications:

- Diploma in Medicine or Master of Public Health or equivalent

Experiences:

- Experiences in HIV or Public Health 3 years or more

Competencies:

- Other skills: program planning, budgeting, reporting and computer/digital skills (Ms word, excel, power point, zoom) are appreciated
- Fluent in English both written and spoken

Post title (02)
Work location:
NCHADS.

Procurement Officer (01 position)

Job description/Overall responsibility

Under the direct supervision of the Procurement Manager, the Procurement officer is responsible to assist Procurement Manager in inspection of arrival of all commodities at Central Medical Store (CMS) and NCHADS, manage in recording Fix-Asset in Sun System, including assist in procurement of health, non-health products, Civil works and services on behalf of NCHADS-SI under The Global Fund HIV/AIDS grant in Cambodia.

Key role and main responsibilities

- Focal Person for Procurement in facilitating (initiates, accelerates, coordinates, monitors and evaluates) of the implementation of procurement plans approved by MoH/LIT, MEF/PR and the Global Fund
- Record Assets into Sun system (both tangible and intangible), tracking/extract existing fixed assets into Sun System, recording depreciation, and update in accounting for the disposition of fixed assets, carry out inventory counts of fixed assets physically and conduct regular Fix-asset monitoring visit for NCHADS-SI and SSIs and prepare the report of such Fix-asset count visit.
- Communicates with procurement agents and supplies and reconciles the prepayment with the final invoice after good received.



- Contribute to prepare semi-annually and annually report for NCHADS related to the procurement activities and SSIs.
- Tracking necessary all health commodities.
- Liaise with logistic unit and Third party (UNOPS) for inspecting on pharmaceutical, non-pharmaceutical and health products, all other relevant equipment.
- Provide instructions and technical assistance to SSIs in term of fixed assets count, semi-report of fixed asset compliance with financial and procurement management, and reporting requirements of the GFATM;
- Contribute in developing procurement plans for purchasing equipment, goods, works and services.
- Maintain records of purchases, pricing, and other important data properly.
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.
- Attend all related meetings to ensure the good coordination, collaboration, sharing information, and solving the cross-cutting issues
- Performs other tasks may require by senior management team.

General Responsibilities

- To work with due diligence in carrying out the tasks of the position.
- To ensure regular, punctual and full-time attendance to duties during official working hours.
- To cooperate helpfully within and between units to strengthen the performance of NCHADS.
- 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 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 Head of the Procurement Unit or the NCHADS Director.

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

Requirements

Qualifications

- Bachelor degree (or higher) in Business Administration or a related field.
- Degree/Diploma in supply chain management an advantage.

Experiences

- At least 03 years' experiences in the field of procurement, understanding of procurement processes, and policy in Cambodia.
- At least 02 years experienced in Fixed Assets Monitoring with Sun system.
- Competencies with The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) projects an advantage
- Excellent documentation, Physical Fixed assets counts and contract management skills.
- Highly competent with IT systems including use of MS Office suite (Excel /WORD/PowerPoint).
- Excellent facilitation and communication skills.
- Fluency in English and Khmer (written and spoken) is required.

Advantages

- Experienced with The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) projects an advantage.

Post title (03)

Work location:
NCHADS.

Senior Data Management Officer- HIV Testing and Treatment Program (01 position)

Job summary:

To lead in collecting, cleaning, importing, analyzing and reporting data for HIV testing and HIV treatment program to support the implementation and scale up of database linked by using master patient index (MPI) and DHIS2 platform.

Specific Responsibilities

- To lead in developing and updating data collection, importing and reporting tools for HIV testing and HIV treatment program to support the implementation of MPI project using DHIS2 platform.
- To train and provide training on DHIS2 application and data collection tools for HIV testing and treatment program to PDMOs, data entry clerks, and relevant staff at VCCT and ART sites.
- To work with relevant NCHADS data management officers (NCHADS DMOs) as well as provincial data management officers (PDMOs) and data entry clerks at VCCT and ART sites to collect, clean and import data regarding HIV testing and treatment program into NCHADS database and DHIS2 application.
- To compile and safely keep data and reports for HIV testing and treatment program from all provinces and implementing partners.
- To lead in conducting data analysis and providing report for HIV testing and treatment program on a regular basis according to NCHADS M&E framework and based on the request from NCHADS management
- To ensure data quality for HIV testing and treatment program
- To provide technical assistance on DHIS2 application and data analysis for HIV testing and treatment program to PDMOs, relevant staff.
- To work with software developers to develop and update NCHADS database and DHIS2 application for HIV testing and treatment program
- To assist configure and maintain the data server (VCCT, ART, Lab).

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 participate in developing work plan and supporting finance document for activity in DMU.

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

Job Requirements

Qualifications:

- Bachelor or master's degree in computer science or related field.

Experiences:

- Five years' experience on Data Management.



- Experience in working Health Project or HIV/AIDS field.
- Experience data analysis with STATA, SQL statement
- Experience in Database Management System, Open Source and Microsoft platform.
- Experience in Web/DHIS2 application

Competencies:

- 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.
- Ability to install, configure, maintain database system.
- Good command of both spoken and written English.

Post title (04)

Work location:
NCHADS.

Senior Data Management Officer - STI and HIV Prevention Program (01 position)

Job summary:

To lead in collecting, cleaning, analyzing and reporting data for STI and HIV prevention program, including HIV pre-exposure prophylaxis (PrEP) program and to support NCHADS implement and scale up for MPI (Master Patient Index) project using DHIS2 platform.

Specific Responsibilities

- To lead in developing and updating data collection, importing and reporting tools for STI and HIV prevention program (including PrEP) to support the implementation and scale up for MPI project using DHIS 2 platform.
- To provide training on DHIS2 application, data collection tools for STI and HIV prevention program (including PrEP) to provincial data management officers (PDMOs), STI clinic staff, and implementing partners.
- To work with STI and HIV prevention data management officers (DMOs) as well as provincial data management officers (PDMOs) and implementing partners to collect and clean data for STI and HIV prevention program (including PrEP) using NCHADS database and DHIS2 application
- To lead in compiling and safely keeping data and reports from all provinces and implementing partners for STI and HIV prevention program as well as PrEP.
- To lead in conducting data analysis and providing report on a regular basis according to NCHADS M&E framework and based on the request from NCHADS management
- To ensure data quality for STI, HIV prevention and PrEP program
- To provide technical assistant on DHIS2 database application and data analysis for STI and HIV prevention program to PDMOs, relevant staff and partners.
- To work with database programmers to develop and update NCHADS database and DHIS2 application for STI and HIV prevention as well as PrEP program
- To assist configure and maintain the national prevention database (NPD) server and DHIS2 platform.

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 participate in developing work plan and supporting finance document for activity in DMU.

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

Job Requirements

Qualifications:

- Bachelor or master's degree in computer science or related filed.

Experiences:

- Five years' experience on Data Management.
- Experience in working Health Project or HIV/AIDS field.
- Experience data analysis with STATA, SQL statement
- Experience in Data Management System, Open Source and Microsoft platform.
- Experience in Web/DHIS2 application

Competencies:

- Ability to install, configure, maintain database system.
- 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.
- Good command of both spoken and written English.

Post title (05)

Work location:
NCHADS.

Data Management Officer- Software Developer (01 position)

Job summary:

To assist the MPI project manager and Senior Software Developer to set up comprehensive database to support DHIS2 application that allows users to capture and save information across various units and functions.

Specific Responsibilities

- To assist in developing database and DHIS2 application for STI and HIV prevention and treatment program for NCHADS
- To assist in modifying and publishing existing applications including DHIS2 application written in Microsoft .NET such as VB.NET or C# while following steps of Software Development Life Cycle
- To assist in Software Test, QC and QA that are also the main tasks and ensure all NCHADS Databases and DHIS2 application are well functioning.
- To assist in translating User requirements into Technical requirement to accomplish the development phase.
- To train new software and DHIS2 application, and produce guideline in Khmer and English
- To provide support to Data Management at sites level for well-functioning of NCHADS database and DHIS2 application
- To analysis needs for data collection and use of all NCHADS Units, and NCHADS Program
- To develop, maintain, and update database, DHIS2 application and program tools to manage required information

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 participate in developing work plan and supporting finance document for activity in DMU.

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

Job Requirements

Qualifications:

- BA in Computer Science, IT or Information System, or equivalent area of technical stud

Experiences:

- 3 years 'experiences in Data Management
- Experience in Web Database application

Competencies:

- Knowledge of practices and IT operations in an always-up, always-available service
- knowledge of Agile Software Development methodologies
- Familiarity with software development in PHP, SQL, C#, VB.NET
- Knowledge SQL server administration, MySQL and SQL scripting language is a must
- Good experience with Windows or open source operating system environments
- Good command of both spoken and written English.

Post title (06)

Work location:
NCHADS.

Data Management Officer - IT Support (01 position)

Job summary:

To assist in ensuring well-functioning of NCHADS electronic system and to support MPI project implementation using DHIS2 application, including setting up and maintaining IT equipment such as computers, networks, servers, printers and other IT equipment for NCHADS and Provincial HIV program.

Specific Responsibilities

- To maintain the NCHADS computers, LAN network and computer systems in good working order and to support the implementation of MPI project using DHIS2 application.
- To check and update the firewall/antivirus files for system security and support DHIS2 cloud hosting server.
- To provide troubleshooting assistance and IT support for MPI project, NCHADS-SI Staff and Provincial HIV program.
- To ensure that all information technology, computer and other hardware in NCHADS is inventoried and the inventory maintained up-to-date.
- To assist in the design of new information technology and network systems for NCHADS to facilitate the implementation of MPI project using DHIS2 platform
- To maintain and install new computers, networks systems in NCHADS.
- To install maintain printer and network printer in NCHADS.
- To maintain NCHADS Website Hosting and Email Server.
- To prepare monthly, quarterly, annual and other reports regarding IT in NCHADS as required.

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 participate in developing work plan and supporting finance document for activity in DMU.

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

Job Requirements

Qualifications:

- Bachelor Degree in Computer Science or relevant

Experiences:

- Three years working experience in IT with similar position
- Experience in cloud server.

Competencies:

- Strong computer skills in Computer Maintenance and Networking
- Advance knowledge in both Microsoft OS and Linux OS.
- Knowledge in: Microsoft Office skill, Excel with VBA, and Web based programming.
- Good interpersonal skill, initiative, team player, and crystal report is an advantage
- Good command of both spoken and written English

Post title (07)

Work location:
NCHADS.

Administration Assistant-NCHADS-SI (01 position)

Job summary:

Under the supervision and support from the Chief of Administration Unit. The Administration Assistant performs the following key functions:

Specific Responsibilities

- Register in/out documents, keeping the official documentation (both soft and hard copies) of the NCHADS (correspondence, memo, etc.) is maintained in a professional and orderly manner, allowing easy retrieval of information or files as required;



- Processing NCHADS documents according to the administrative procedures. Proper tracking and follow up closely.
- Organize the mission order for staffs.
- Working closely with Procurement Unit and the Logistics Management Unit to regular update verify and physical checks all NCHADS fixed assets and inventory lists at NCHADS and NCHADS' SSIs (NGOs) and sub-national levels, especially focusing on fixed assets purchased under the GF grant, and other sources.
- Working with Procurement and Logistic Management Units to preparing the fixed asset report based on the inventory records maintained.
- Regularly keeping informs the Head of Administration for any outstanding and/or emergency tasks.
- Perform other duties as requested by NCHADS Senior Management Team.

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.

This job description may be modify at any time after consultation and agreement between the post holder, the Chief of Administration Unit, and the Director of NCHADS.

Job Requirements

Qualifications:

- University degree in business administration/ management or relevant field.

Experiences:

- At least one-year experience in administration, filling management, procurement or human resources management with NGOs or government institute

Competencies:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, internet & email)
- Able to communicate effectively in Khmer and English (written and spoken)
- Good communication, interpersonal and follow-up skills
- Good knowledge of administration work and protocol
- Fast learner, dynamic, team spirit, flexible.

Post title (08)

Work location:

DMHSA.

M&E Officer-DMHSA-SSI (01 position)

Job summary:

Under the overall supervision of the DMHSA-SSI Director, the M&E officer will be responsible for the following duties:

Specific Responsibilities

- Guiding the overall M&E strategy and implementation of related activities within the project, plus providing timely and relevant information to DMHSA-SSI management team, and then to NCHADS-SI, MOH-LIT/MEF-PR as required. This entails close communication with all core project and M&E staff and field staff when appropriate.
- Follow the M&E system and ensuring it is implemented effectively by the key stakeholders, namely the SSIs and implementing partners. This needs to have appropriate capacities for undertaking his/her own M&E activities, and to link these into an overall assessment of project progress and needed actions.
- Guide SSIs to prepare their progress reports according to the formats and deadline. Together, analysis these reports in terms of problems and actions needed. Prepare consolidated progress reports for project management to submit to NCHADS-SI, in accordance with approved reporting formats and timing.
- Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities.
- Develop the overall framework for project M&E, for example, annual work plan and budget, quarterly travel plans, project reviews, participatory assessments, process monitoring, operations monitoring and lessons-learned workshops.
- Organize and undertake training with stakeholders, including primary stakeholders, in M&E skills, including participatory aspects.
- Review monitoring reports; analyze them for evaluation and to identify the causes of potential bottlenecks in project in project implementation.
- Collaborate with staff and implementing partners on qualitative monitoring to provide relevant information for ongoing of project activities, effects and impacts.
- Organize the meeting/ or refresher training in M&E for project and implementing staff.
- Prepare reports on M&E findings, as require, working closely with financial controller, technical staff and implementing staff.
- Undertake regular visits to the fields according to the approved travel plan, feedback and follow up actions shall be reported, monitored to improve.
- In collaboration with accountant, provide the DMHSA-SSI management team with management information required.
- Make progress reports and provide adequate supporting document and submit to DMHSA-SSI management team in timely manner and then to NCHADS-SI;
- Prepare the minutes of all key technical meetings or concerning technical issues for internal distribution;
- Collaborate with Finance and procurement units to develop and review budget plan to be aligned with annual targets and procurement plan and any other required by the Management Team of DMHSA-SSI and NCHADS-SI;
- Perform other duties as requested by the Management Team of DMHSA-SSI.

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 DMHSA.
- 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 DMHSA Director.
- To participate in developing work plan and supporting finance document for activity in DMHSA.

This job description may be modify at any time after consultation and agreement between the post holder, the Chief of M&E



Unit, and the Director of DMHSA.

Job Requirements

Qualifications

- Advanced University Degree in Public Health or Health Management related field

Experiences

- At least 3 years of proven experience in the field of Monitoring and Evaluation methods and approaches (including quantitative, qualitative and participatory); planning and implementation of M&E systems; training in M&E development and implementation;
- Experienced with the Global Fund to fight AIDS, Tuberculosis and Malaria project an advantage
- Ability to learn quickly, work in team, travels outside of town, and work under pressure

Competencies

- Excellent in facilitation and communication skills
- Information analysis and report writing (English is a must);
- Good Command in Khmer and English both in writing and speaking
- Excellent facilitation and communication skill
- Highly competent with IT systems including use of MS Office suite (Excel, Word, PPT & Outlook Express).
- Familiarity with the national health system, donor financed and MoH managed projects.
- Demonstrated ability to establish and maintain strong working relationship between key stakeholders.
- Ability to perform effectively under pressure and with time constraints.

Post title (09)

Work location:
DMHSA.

Finance Officer-DMHSA-SSI (01 position)

Job summary:

The Finance Officer has responsibilities for Finance, Accounting, Administration and Procurement tasks as following:

Specific Responsibilities

A. Finance Tasks:

- Ensure that adequate financial controls are in place to maintain propriety and proper accountability of expenditures;
- Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements;
- Maintain comprehensive records of funds from donor source supporting implementation by DMHSA and its networks;
- Ensure compliance with financial and accounting management and reporting requirement of the GFATM and Gov't SOP for implementation by DMHSA-SSI and its networks;
- Prepare monthly, quarterly, semi-annual and annual Financial report for management review and approval then submit to NCHADS-SI
- Prepare regular tax claim and tax report of DMHSA if any
- Prepare DMHSA ad-hoc report requested by GF, PR-MEF or MoH-LIT
- Facilitate in the audit preparation and respond the audit finding during audit field work
- Liaise with NCHADS-SI, MoH-LIT, PR-MEF and LFA for any issues related to finance and accounting section;
- Participate in and comment on LFA (verification/queries and response ML from the GFATM)/OIG audit issues related to finance and accounting section
- Review in a timely manner the designated SSSI-HPA reports (monthly, quarterly, half yearly). This review includes but is not limited to the verification of completeness and appropriate SSSI-HPA accounting, budget variance explanations etc.
- Provide directive and assistance to the designated SSSI in order for them to comply with financial and accounting management and reporting requirement of the GFATM and PR MEF guidelines.

B. Accounting Tasks:

- Operates the accounting system: Reviewing supporting documents, recording processed transactions in the proper accounts and books, generating the related financial statements and reports, ensuring that the accounting records are filed in safe conditions;
- Reviews payment requests and prepare payment vouchers and checks for the signature of the related Department and submit to management team for approval;
- Keeps updated the Chart of Accounts and accounting procedures;
- Take role as organizer for meeting, workshop and other (accounting coordination);
- Prepare payroll, advanced, checks, or wire transfers for payment to staff, facilitators and training participants, vendors and/or disbursements to SSSIs and posting/importing the transaction to the accounting system.
- Collaborates with the Planning, Monitoring and Reporting unit and other stakeholders to assist the implementation of DMHSA' activities through timely procurements of goods and services as required;

C. Admin and Procurement tasks:

- Facilitates administration work for Management Team;
- Prepares and supervises all office assets, their safety, insurance, tracking movements, regular updates of the Asset register and spot check;
- Prepares Semi-annual and annual procurement report to NCHADS-SI
- Performs other duties as requested by the DMHSA and NCHADS-SI

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 DMHSA.
- 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 DMHSA Director.
- To participate in developing work plan and supporting finance document for activity in DMHSA.

This job description may be modify at any time after consultation and agreement between the post holder, the Chief of Finance Unit, and the Director of DMHSA.

Job Requirements

Qualification

- Degree in Bachelor of Finance, Accounting and or relevant field



Experiences

- At least 3 years' experiences in accounting, bookkeeping system, financial management
- Experienced in SOP for External Financed Project Program in Cambodia an advantage
- Experienced with the Global Fund to fight AIDS, Tuberculosis and Malaria project an advantage

Competencies

- Good relationship and communication;
- Strong commitment to work as the team;
- Excellent facilitation and communication skill;
- Computer competency (Microsoft Office is required Quick book and Sun System is an asset);
- Knowledge of multiple donor-financed procedures;
- Good in spoken and written Khmer and English;
- Highly competent with IT systems including use of MS Office suite (Excel, Word, PPT & Outlook Express)
- Familiarity with the national health system, donor financed and MOH managed projects;
- Demonstrated ability to establish and maintain strong working relationship between key stakeholders
- Ability to perform effectively under pressure and with time constraints.

Post title (10)

Work location:
DMHSA.

Administration Assistant-DMHSA-SSI (01 position)

Job summary:

Administrative Assistant works under the direct supervision of the chief of Administrative, and with overall guidance from the DMHSA-SSI Management team. To be effective in this position, Administrative Assistant is required to coordinate closely with other admin officers of NCHADS-SI and sub-sub-sub-implementers as necessary to carry out the following key functions:

Specific Responsibilities

- Ensures proper administrative support to DMHSA-SSI in the management of the GF grants, including provision of basic office supplies, photocopying, taking messages, distribution of correspondence, etc; All process shall be done in according to the SOPs and GF supplementary guidelines.
- Review and keep personnel records, contracts related to payroll, including monitoring of working hours and timesheets/ Attendance sheets. This task will not be limited to DMHSA-SSI, but also for SIs/SSIs as required by the grants.
- Assist in checking services costs, and invoices properly and to be prepared and paid in timely manner.
- Manage and administer project assets, ensuring that they are used exclusively for approved project purpose by authorized personnel and are properly secured and maintained;
- Assist in physical verification of fixed assets and update the asset list on the quarterly basis.
- Assist in arranging for meetings/trainings/workshops with team including purchasing/copying/distributing materials/handouts...
- Keeping the official documentation (both soft and hard copies) of the DMHSA (correspondence, reports, etc.) is maintained in a professional and orderly manner, allowing easy retrieval of information or files as required;
- Ensures that all routine correspondence is drafted according to MOH quality standard in English and/or Khmer, as required, before submitting to the DMHSA-SSI Management for final review/approval;
- Processing project documents according to the administrative procedures. Proper tracking and follow up closely.
- Regularly keeping informs and alert within the DMHSA-SSI Management Teams for any outstanding and/or emergency tasks.
- Keep DMHSA officially administrative documents and other in accordance with administrative procedures.
- Setting-up conference calls, booking and reserving conference rooms;
- Overseeing the general worker's responsibilities and ensure that the office is kept clean at all times and ensure office orderliness and professional appearance
- Ensuring that after hours/special holiday messages are recorded, retrieved, and communicated to the relevant people where needed.
- Prepare regular reports on expenses and office budgets
- Organize a filing system for important and confidential company documents
- Perform other duties as requested by DMHSA Management.
- Familiarity with the national health system, donor financed and MOH managed projects.
- Demonstrated ability to establish and maintain strong working relationship between key stakeholders.
- Ability to perform effectively under pressure and with time constraints.

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 DMHSA.
- 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 DMHSA Director.

This job description may be modify at any time after consultation and agreement between the post holder, the Chief of Administration Unit, and the Director of DMHSA.

Job Requirements

Qualification

- Degree in Bachelor of Business Administration/Management and or relevant field

Experiences

- At least one year' experiences in administration, filing management, procurement or human resource management with NGOs or government institution.
- Experienced with the Global Fund to fight AIDS, Tuberculosis and Malaria project an advantage

Competencies

- Good communication, interpersonal and follow-up skills
- Strong commitment to work as the team;
- Computer competency (Microsoft Office is required (Word, Excel, PowerPoint, Internet & e-mail);
- Knowledge of administration work and protocol
- Good in spoken and written Khmer and English;
- Ability to perform effectively under pressure and with time constraints.



The closing date for submitting application is on the **20th August, 2021** 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/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.*

Contact Address: National Center for HIV/AIDS, Dermatology and STD (NCHADS) No. 245H, Street 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Chroy Changvar, Phnom Penh, Cambodia. Tel: 023 432 090 / 017 430 006 Email: recruit@nchads.org/admin.officer@nchads.org

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