



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. Data Entry Clerk** and **2. Provincial Data Management Officer** under the direct supervision of head of Data Management Unit.

**Post title (01) : Data Entry Clerk (03 positions)**

Work location:  
ART Clinic-NCHADS,  
RH Roka-BTB, RH  
TBK

- 1.ART-Clinic-NCHADS
- 2.RH-Roka-Battambang Province
- 3.RH- Tbong Khmum Province

#### Job Summary:

To assist with the entry of data at Pre-ART/ART service.

#### Specific Responsibilities:

- To work as a team with the Pre-ART/ART team
- To maintain the NCHADS Pre-ART/ART data collection instruments and other instruments related to tracking and improve quality of care
- To enter and maintain data in the data management databases.
- To prepare daily, monthly, quarterly, annual and other reports based on the data management system requirement.

#### Required qualifications:

##### Essential:

- Previous training or experience in computers (MS Office, Email, Excel, Word)
- Good interpersonal skills
- Knowledge in computer
- Applicants have residence in location is required.

##### Desirable

- Fluent written and spoken Khmer
- Residence in concern province

#### **Provincial Data Management Officer (02 positions)**

**Post title (02)**  
Work location:  
PHD-KCN, PHD-SVG

- 1- PHD Kampong Chhnang Province
  - 2- PHD Svay Rieng Province.
- Accountable to: Head of Data Management Unit

#### 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.

#### 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.

#### 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
- Residence in concern province

The closing date for submitting application is on the **06<sup>th</sup> January, 2022** 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 / 017 430 006; Email: [recruit@nchads.org](mailto:recruit@nchads.org)/[admin.officer@nchads.org](mailto:admin.officer@nchads.org)