



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. M&E Officer-DMHSA-SSI, 3. Provincial Data Management Officer (02 positions)** under the direct supervision of Chief of AIDS Care Unit, DMHSA-SSI Director, DMHSA-SSI Senior Management team, and 3. Chief of Data Management Unit.

Post title (01) : **Clinical AIDS Care Coordinator for Adult ART (01 position) Re-announcement**
Work location: Under supervision Chief of AIDS Care Unit. Clinical AIDS Care Coordinator for Adult performs the following key functions:
NCHADS

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 activities.
- 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) : **M&E Officer-DMHSA-SSI (01 position) Re-announcement**

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

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 NCHAD-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 (03)

Work location:

1. PHD KHK Province
2. PHD KCM Province.

Provincial Data Management Officer (02 positions)

- 1- PHD Koh Kong Province **Re-announcement**
- 2- PHD Kompong Cham Province.

Accountable to: Head of Data Management Unit

Job Summary: To Assist with the design and maintenance of data management tools, and the collection and analysis of data from OI, ART, TB/HIV, PMTCT, STI and VCCT services.

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 **07th February, 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/
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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