



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-H, Grand Number: 1999

**VACANCY ANNOUNCEMENT**

The National Center for HIV/AIDS, Dermatology and STI (NCHADS) in the Ministry of Health is looking for a highly competent of following positions:

- Data Management Officer-PHD (01 position)
- Senior Monitoring and Evaluation Officer (01 position)

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, **Data Management Officer-PHD and Senior Monitoring and Evaluation Officer** are responsible for day-to-day oversight by DMU Unit and PMR Unit of NCHADS-SI under GFATM-HIV/AIDS /KHM-C-MEF-H grant in Cambodia.

**Post title ( 01)** : **Data Management Officer (01 position)**  
Work location: **Accountable to:** Head of Data Management Unit  
Municipal Health Department

**Specific Responsibilities**

- To maintain the NCHADS STI, HTS/VCCT and Pre-ART/ ART, (PNTT, EID) PreP health facility and 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 filed
- Ability to install, maintain databases software system (SQL server)
- Previous experience in working in HIV/AIDS field
- Residence in concern province

**Post title ( 02)** : **Senior Monitoring and Evaluation Officer (01 position)**  
Work location: NCHADS

**Job Summary:**

The selected candidate will be responsible for managing, coordinating, and monitoring and evaluation of the HIV program implementation that managed by SI-NCHADS to achieve the objectives and goals of the KHM-C-MEF-H grant with regard to approved HIV performance framework, work-plan and budget plan. The selected candidate will work as a position of senior M&E officer in collaboration with M&E team under direct supervise by the Chief of M&E and Senior Management Team of SI-NCHADS.

**Specific Responsibilities:**

- Overall coordination of the M&E team and make sure that decisions relating to M&E are properly done possibly in consultation with chief of M&E and Senior Management Team of SI-NCHADS as needed.
- Develop and update SI and SSIs' performance frameworks accordingly in regards to approved HIV performance framework by the PR-MEF, and the CCC.
- Review and comment on all quarterly and semi-annual progress update from SSIs; assess their completeness and technical accuracy in consultation with Chief of M&E and SI-NCHADS management team;
- Prepare SI-NCHADS semi-annual reports including interim assessment report and any other reports as required by the PR-MEF and the GFATM;
- Prepare M&E work plan and supervision plan, and conduct supervision, and monitoring and evaluation the HIV implementation grants by SSIs and/or other SSSIs; if any, according to their HIV approved performance framework and work plan plans.;
- Provide on-going assistance to prepare of any documentations for the SI-NCHADS as specified in the MoAs.
- Ensure proper implementation of the approved performance framework and guidelines including conducting of the orientation and capacity building for SSIs;
- Participate in all meetings in particular to review and adopt the semi-annual reports compiled by the office of SI-NCHADS , prior submission to the PR;
- Follow up on a timely submission of plans, reports or any other requested technical documentation by the SSIs;
- Liaise and coordinate with SI senior management team and SSIs involved in program implementation process and other technical partners in health (OIs, NGOs, Multilateral etc);
- Prepare the minutes of all key technical meetings or concerning technical issues for internal distribution;
- Perform all professional tasks as member of the SI-NCHADS' M&E team, joining team processes and collaboration effectively with other NCHADS technical units;
- Attend a regular NCHADS' staff meeting to ensure the good coordination, collaboration, sharing information, and solving the cross-cutting issues.
- Work closely with Data management Unit to ensure review and verify data collected from the site.
- Perform other duties as requested by the Senior Management Team of SI-NCHADS.

Under the supervision and support from the SI Senior Management Team, and direct supervise by the Chief of M&E, the Senior M&E officer performs the following Core Technical Functions:

**Qualification Requirements:**

- Overall coordination of the M&E team and make sure that decisions relating to M&E are properly done possibly in consultation with chief of M&E and Senior Management Team of SI-NCHADS as needed.



- Develop and update SI and SSIs' performance frameworks accordingly in regards to approved HIV performance framework by the PR-MEF, and the CCC.
- Review and comment on all quarterly and semi-annual progress update from SSIs; assess their completeness and technical accuracy in consultation with Chief of M&E and SI-NCHADS management team;
- Prepare SI-NCHADS semi-annual reports including interim assessment report and any other reports as required by the PR-MEF and the GFATM;
- Prepare M&E work plan and supervision plan, and conduct supervision, and monitoring and evaluation the HIV implementation grants by SSIs and/or other SSSIs; if any, according to their HIV approved performance framework and workplan plans.;
- Provide on-going assistance to prepare of any documentations for the SI-NCHADS as specified in the MoAs;
- Ensure proper implementation of the approved performance framework and guidelines including conducting of the orientation and capacity building for SSIs;
- Participate in all meetings in particular to review and adopt the semi-annual reports compiled by the office of SI-NCHADS , prior submission to the PR;
- Follow up on a timely submission of plans, reports or any other requested technical documentation by the SSIs;
- Liaise and coordinate with SI senior management team and SSIs involved in program implementation process and other technical partners in health (OIs, NGOs, Multilateral etc);
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- Attend a regular NCHADS' staff meeting to ensure the good coordination, collaboration, sharing information, and solving the cross-cutting issues.
- Work closely with Data management Unit to ensure review and verify data collected from the site.
- Perform other duties as requested by the Senior Management Team of SI-NCHADS.

**Qualification Requirement:**

- Master of Public Health, or epidemiology (Health Background in Public Health will be advantage)
- At least 4 years of work experience in development and implementation of monitoring and evaluation including M&E framework, (Experience in managing M&E of the Global Fund Grant is preferable).
- Broad knowledge and experience in prevention and managing HIV/AIDS program
- Having worked in relevant institutions (NGOs or Government) with duties and responsibility on monitoring, reporting and evaluation.
- High proficiency of Khmer and English both in writing and speaking
- Well understanding of MS Office (Word, Excel, Power Point, .... etc)
- Excellent in communication skill in English (verbal and email)
- A strong desire to work in a team oriented
- Able to handle multiple tasks at once
- Ability to work over time is preferred

The closing date for submitting application is on the **11<sup>th</sup> August, 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 Chroy Changvar 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)