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

<u>*VACANCY ANNOUNCEMENT*</u>

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

- **Provincial Data Management Officer (03 positions) (01 Re-announcement & 02 replacement)**
- **Data Entry Clerk (01 position Re-announcement)**
- **Data Management Officer (03 positions re-announcement)**
- **Software Programmer (01 position Re-announcement**
- **Nurse_SHC (02 positions Re-announcement)**

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, **Provincial Data Management Officer, Data Entry Clerk, Data Management Officer, Software Programmer, and Nurse** are responsible for day-to-day oversight by DMU Unit and Social Health Clinic of NCHADS-SI under GFATM-HIV/AIDS /KHM-C-MEF-H grant in Cambodia.

Post title (01) Work location: 1.PHD-Kampot Province 2.PHD-Siem Reap Province 3.PHD Prey Veng Province	**:**	**Provincial Data Management Officer** *(03 positions)*

- PHD-Kampot Province & PHD-Siem Reap Province **(Replacement)**
- PHD-Prey Veng Province **(Re-announcement)**

Accountable to: Head of Data Management Unit

<u>Job summary:</u>

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.

<u>Specific Responsibilities</u>

- To work as a team with the PHD staff
- To maintain the NCHADS STI, VCCT, TB/HIV, PMTCT and OI, ART health facility and home-based care services data collection instruments.
- To work closely with health facilities and other partners to ensure regular collection and submission of patient data required for the data management system.
- To enter paper-based data from health facilities into PAO databases
- To compile data on service availability
- 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 and to send the data sets to NCHADS data management unit
- To provide basic information for decision makers to conduct data analysis
- To provide back up to health facilities staff, and ensure adequate feed back and dissemination of report

<u>General Responsibilities</u>

- 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 PAO.
- 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 PAO 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 PHD and PAO manager

<u>Required qualifications</u>
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

<u>Job Requirements</u>
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 (02) Work location: RH Bakan, Pursat Province.		**Data Entry Clerk (01 positions re-announcement)**

<u>Job Summary:</u>

To assist with the entry of data at OI, ART service.

<u>Specific Responsibilities</u>

- To work as a team with the OI/ART team
- To maintain the NCHADS OI/ART data collection instruments.
- 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.

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 OI and ART team.
- 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 OI/ART team 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 OI/ART Team Leader.

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

Post title (03)
Work location in MHD

Data Management Officer (01 positions re-announcement)

Accountable to: Head of Data Management Unit

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

Post title (04)
Work location in NCHADS, Phnom Penh

Data Management Officer (01 positions re-announcement)
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 HTS-ART (VCCT), HTS health facility, HTS Community Base and CBPCS services data collection instruments.
- To maintain and update content of NCHADS website.
- To maintain and support NCHADS Lab Automate printing, STI, VCCT and ART Databases (UIS for HIV program).
- To assist NCHADS unit design and update recording and reporting tools.
- 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 cooperate helpfully within and between units to strengthen the performance of NCHADS-SI
- 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-SI Director

Required qualifications
- Degree in computer science or related filed.
- 5 years' experience on Data Management
- Ability to install, maintain database software system.
- Some experience in working in HIV/AIDS field.
- Previous experience working with Global Fund

- Residence in the concerned province is advantage
- Previous training or experience in statistical software (STATA......)
- 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

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

Post title (05)
Work location:
NCHADS,
Phnom Penh

Data Management Officer (01 positions re-announcement)
Accountable to: Head of Data Management Unit

Job Summary:

To collect, validate, analyze, present and translate data for program monitoring and strengthen the quality of services. To team leader in DMU and Provincial Data Management 25 provinces.

Specific Responsibilities
- Collect raw data from all site levels and store in the National level.
- To check, validate and clean data to assure the data quality.
- To analyze data for CQI indicators and update to CQI dashboard.
- Analyze data to produce report for providing to donors and partners.
- Ensure accurate and consistent inputting of data received from site level
- To present findings, or translate the data into an understandable document.
- Support the development of data collection tools and methodologies.
- Analyze and resolve instance of data duplication or error.
- Provide quantitative data analysis support for internal planning and needs.
- Transform, validate, and model data with the purpose of understanding the data.
- Develop comparatives graphs and reports.
- Provide additional updates and data analysis as required.
- To assist others NCHADS unit to analyze and explore data for program monitoring.
- 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 work closely with NCHADS units and other partners to ensure regular collection and submission of patient data required for the data management system.
- To compile data on service availability and training.
- 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 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

Requirement
- Degree in computer science or related filed.
- 5 years' experience on Data Management
- Ability to install, maintain database software system.
- Some experience in working in HIV/AIDS field.
- Previous experience working with Global Fund
- Residence in the concerned province is advantage
- Previous training or experience in statistical software (STATA......)
- 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

Post title (06)
Work location:
NCHADS,
Phnom Penh

Software Programmer (01 position) Re-announcement
Job summary:

To develop, updating and maintaining NCHADS databases that allow users to capture and save information across various units and functions, and to support any initiative for Master Patient Index (MPI) and Case Based Surveillance (CBS)

Specific Responsibilities:
- To develop database for STI and HIV prevention and treatment in consultation with relevant NCHADS units, Data Management Officers (DMOs) and partners.
- To monitor and review databases structure of ART, VCCT, Lab, STI, B-IACM.
- Apply skills of programming with high level languages
- Modify and publish existing applications written in Microsoft .NET such as VB.NET or C# while following steps of Software Development Life Cycle
- Version control skills and tools need to bring in and enforce the team to use
- Software Test, QC and QA are also the main tasks and ensure all NCHADS Databases are well functioning.
- Applications release or deploy to production (all sites in provinces and City)
- Documentations of technical development and database structure of software built
- Translate User requirements into Technical requirement to accomplish the development phase.
- Training new software, and produce guideline in Khmer and English
- Coaching developers, juniors and internship
- Support to Data Management at sites level
- Support any initiative for Master Patient Index (MPI)/ Case Based Surveillance (CBS) to go forward with DHIS2.
- Provide technology solution in term of software as benefits to organization

General Responsibilities:
- To advise and assist unit staff with their skills and career development
- 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

Job Requirement:
- Bachelor Degree or Master Degree in Computer Science or Information System or equivalent area of technical study
- At least three years working experience in Web/Software Development
- Have been administering and deploying development CI/CD tools example Git, Jira or GitLab
- Experience in cloud services.
- Experience with problem-solving and troubleshooting skills
- Process-oriented with good documentation, SOPs skills
- Knowledge of best 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
- Strong SQL server administration, MySQL and SQL scripting language is a must
- Good experience with Windows and open source operating system environments
- Good oral and written communication skills
- Good command of both spoken and written English

Post title (07)
Work location:
NCHADS,
Phnom Penh

Nurse_SHC (02 positions Re-announcement)
Under supervision and support from the SHC Coordinator. The Nurse performs the following key functions:

Job Summary
To manage patient flow, and provide nursing support and biological specimen collection for PHA as part of a HIV treatment service including clinical research projects.

Specific Responsibilities
Patient care
- Manage the flow of patients between the health care providers in the clinic to ensure efficient and effective provision of care.
- Take vital signs of patients who arrive at the clinic, and monitor patients as directed by the doctors and assist the Medical Doctors with procedures and patient care.
- Facilitate and responsible with laboratory VCCT and Materiel or specimen.
- Maintain the specimen collection room including collection of blood and other biological specimens from PHA according to standard procedures, send specimens for laboratory analysis, arrange for patients to attend for radiology investigations, ensure results and X-rays are returned, signed by the doctors and filed correctly.
- Provide information, education and support to SHC patients.
- Working back-up receptionist and Telephone answering and message taking
- Make schedule appointments for patients at the Social Health Clinic, Create and maintain a confidential filing system for SHC patients.
- Data entry of patient details and appointments into clinic database and Generation of reports from clinic database.
- Attain and maintain a sound knowledge of HIV, to be able to deliver a high standard of patient care.
- Demonstrate communication skills and competencies required to train and support other health care workers, including those on field attachment from the NCHADS training programs.
- Ensure that Universal Precautions are practiced at the SHC at all times.
- Assist in the conduct of clinical research projects.
- Assist in the development and maintenance of SHC and related research project standard operating procedures, and adhere to these procedures.

Research projects
Where the nurse 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 patient care with research protocol requirements.
- Liaise with the leader of the research team and the treating doctor, to report any significantly abnormal laboratory results, adverse events or serious adverse events to the responsible trial physician as soon as practicable and to co-ordinate the management of the event.
- Perform investigations specific to the research project.
- Perform stock management of study specific materials
- 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 nondiscriminatory environment.
- To strive to develop the Social Health Clinic as a Center 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 Chief Nurse, Team Leader Doctor, Clinic Coordinator 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 Chief Nurse, Clinic Coordinator, Head of the Research Unit or the NCHADS Director

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

Research Unit, and the Director of NCHADS.

Job Requirement

Essential:

- Nursing qualifications (Nursing degree)
- At least two years of experience related to the requirement for the position or field of nursing
- Experience in phlebotomy
- Ability to maintain specimen collection room, systems and infection control procedures
- Ability to keep accurate patient records and maintain patient confidentiality
- Sensitivity and ability to work with people living with HIV/AIDS
- Good interpersonal skills
- Ability to coordinate patient flow, in an efficient and sensitive manner.
- Fluent in Khmer, basic level written and spoken English

Desirable:

- Experience working with people at risk of HIV/AIDS, or other vulnerable groups
- Above basic level written and spoken English
- Computer literacy
- Experience with clinical research

The closing date for submitting application **is on the 29th June, 2023** 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