

**Ministry of Health
National Center for HIV/AIDS, Dermatology and STD (NCHADS)
The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) – Round 7**

Terms Of Reference

Position Title: International Grant Management Assistant (Finance and Procurement)

In consultation with PR Senior Management Team, an International Advisor for Grant Management on Finance and Procurement performs the following functions:

Financial Management tasks:

1. Assist Finance PR Team in the management of a proper financial system for PR/NCHADS and maintaining a high quality standard of team performance with acceptable products;
2. Assist Finance PR Team to develop and review documents such detailed budget plans, expenditures, disbursement requests for the PR and SRs, in compliance with LFA's and GFATM requirements, and to ensure accurate information and provide advice/recommendation to the PR Senior Management Team for final decision;
3. Supports the PR Finance Team in the updating and execution of the PR financial guideline, procedures and policies in compliance with the GFATM's financial/accounting (including receipts, payments, disbursements and book keeping, filing procedures);
4. Supports the PR Finance Team in strengthening the internal controls over all financial processes, in compliance with GFATM requirements;
5. Assist the Finance Team in the arrangement of annual external independent audits of the PR, monitor and facilitate such audits at the SR level, to ensure that a complete set of external audit reports is completed from all SRs on annual basis, as per GFATM requirements;
6. Assist the PR Finance Team in the review and analysis of all audit reports, and ensure that proper follow-up actions are undertaken by the PR and SRs, as deemed appropriate to comply with the auditors' recommendations;
7. Assist the PR Finance Team in ensuring effective information flow between finance and non-finance actors (CCC, CCC-SC), PR, LFA, SR levels etc in order to effectively link the program results to expenditures, as required by GFATM;
8. Support the PR Finance Team in undertaking the cost estimates and cost analysis for different activities under the GFATM grants, according to the needs of program management;
9. Assist the PR Finance Team in tracking and scrutinizing all financial reports from all SRs, prior to compiling them into grant-specific PR financial reports, for official submission to GFATM (through LFA) to request next disbursements;
10. Support the PR Finance Team in the introduction and management of the GFATM's Early Alert Response System (EARS) for monitoring budget plan and expenditures, including conducting financial monitoring visits to all SRs of GFATM funds (documented by official reports);
11. Support the PR Finance Team in identifying and development of the training needs/curriculum for the PR's and SRs' financial and accounting staff to strengthen their capacity in the areas of budgeting and financial management of GFATM grants (including organization of training using appropriate curriculum /tools / guidelines);
12. Strengthen the capacity of the PR's Finance Team through provision of on-the-job capacity building and coaching in daily financial management of GFATM grants, ensuring proper management of funds in a transparent and timely manner;
13. Assist the PR Finance Team in close monitoring and evaluation of the SRs' Financial management tasks, providing constructive feedback, while ensuring the accuracy of financial information and safeguards to prevent and eliminate fraud;
14. Assist the PR Finance Team in formulating the official responses to all finance-related questions/queries raised by the CCC/LFA/GFATM or other entities, in consultation with the PR Senior Management Team;

Procurement tasks:

15. To facilitate to update and execution of procurement guideline and plans (procurement plans separate for each SR and an overall one for the PR) for HIV component. Subsequent Grant Agreements that will be approved in the future by the GFATM;
16. Support the PR Procurement Team in developing the costing of all items procured by the procurement unit, so that the actual expenditures of the products are clearly visible in the financial records;
17. To identify the SRs' capacity in the field of procurement and contract management and inventory control for GFATM Round 7 by means of:

- a) Conducting trainings for the SRs on the use of formats and guidelines and provide regular training to them if needed;
 - b) Organizing specialized Training for PR procurement staff for procurement and contract management and inventory control including on-the-job training;
18. To participate ongoing bid/quote opening by SRs and PR and advice proper evaluation and submission of reports on timely manner for final approval by PR Director;
 19. To monitor SRs' contracts and procurement and inventory control activities and discuss any bottlenecks, problems with SRs and resolve them and report the final findings to the PR Senior Management Team;
 20. To coordinate and work with the PR/MoH to develop a joint PSM for Health and Pharmaceutical Products: OIs and ARVs for all eligible SRs' by obtaining SRs' requirements in timely manner and have the stock data on the dbase update monthly;
 21. To advise the PR in identification/resolution of implementation of procurement and inventory control problems and bottlenecks;
 22. To facilitate six month reviews, annual conferences and workshops held to share lessons learnt;
 23. To review and assist drafting of periodic and annual reports to be submitted to the GFATM and CCC; in the area of contract and procurement management and inventory control;
 24. To facilitate the drafting of ToRs for new recruits for procurement staff for PR and SRs;
 25. To review Program Grant for each PGA and future Program Grants in the area of contract and procurement and inventory control;
 26. To report regular to PR Senior Management Team of the progress of works related to contract and procurement and inventory control and any obstacles identified;
 27. Attend a regular PR team members or NCHADS' staff meeting to ensure the good coordination, collaboration, sharing information, and solving the cross-cutting issues.
 28. Any other tasks may assign by the PR Senior Management Team for the overall management, Supervision, especially emphasis to contract and procurement and inventory control of the implementation of the PGAs, and MoAs between the PR and SRs.

Requirements and Qualification

Education

Master's degree in Finance or equivalent

Work Experience

- At least five years experience in financial and procurement management level with international donors;
- Experience in managing the Global Fund Grant is preferable;

Languages

Excellent communication and negotiation skills in English, and excellent computer skills (Word, Excel, Power Point, Quick Book...ect)

Duration of Assignment

This assignment is for 18 months with possibility of extension.

How to apply

Interested candidates must submit CV and cover letter specifying the position applied for, attention to Dr. Mean Chhi Vun, PR Director, GFATM Round 7, NCHADS, No. 246H, Street 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Russey Keo, Phnom Penh, Cambodia.

Should you wish to submit via email, please send to Mr. Chea Ratana at chearatana@nchads.org by specifying the position applied for in the subject line.

Deadline for submitting application is **11 December 2009 at 4.00PM**. Application received after the deadline will not be considered. **Only short-listed candidates will be notified.**