

Ministry of Health
Principal Recipient-National Center for HIV/AIDS, Dermatology and STD (PR-NCHADS)
The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM)
HIV Single Stream of Funding (SSF)

VACANCY ANNOUNCEMENT

The PR-NCHADS is the legally accountable party for Global Fund SSF Grants under the Ministry of Health in Cambodia. The Program Grant Agreement (PGA) was signed with the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) to implement "Continuous achievement of Universal Access of HIV/Sexually Transmitted Infections Prevention, Treatment and Care services in Cambodia" Project. Our focus is to manage, monitor and evaluate the program implemented by 22 Sub-Recipients including government institutions, local and international NGOs.

To support and manage the Grant effectively with accountability and transparency as required by the Global Fund, we seek individuals who have good qualifications, experiences, skills and knowledge to assist the Principal Recipient Office to be effective/accomplished tasks on time manner in the following full-time positions:

<p>1. Provincial Data Management Officers</p> <p>Specific Responsibilities</p> <ul style="list-style-type: none"> - To work as a team with the Provincial Health Department (PHD) staff - To maintain the NCHADS Sexually Transmitted Infection (STI), Voluntary Counseling and Confidential Testing (VCCT), TB/HIV, Prevention Mother To Child Transmission (PMTCT) and Opportunistic Infection (OI), Anti-Retroviral Therapy (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 Provincial AIDS Office (PAO) database - To compile data on service availability - To compile, enter and maintain data in the data management databases - To prepare monthly, quarterly and annual report and other reports based on the data management system and to send the data set to NCHADS Management Unit - To provide basic information for decision maker to conduct data analysis - To provide back up to health facilities staff, and ensure adequate feedback and dissemination of report <p>Required qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> - 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 <p>Desirable</p> <ul style="list-style-type: none"> - 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 the concerned province <p>Locations</p> <ul style="list-style-type: none"> - Steung Treng Province 1 post - Takeo Province 1 post 	<p>2. Data Entry Officers</p> <p>Specific Responsibilities:</p> <ul style="list-style-type: none"> - To work as a team with the OI/ART team - To maintain the NCHADS OI/ART data collection instrument - To enter and maintain data in the data management databases - To prepare daily, monthly, quarterly and annual report and other reports based on data management system requirement <p>Required qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> - Previous training or experience in computer - Residence in the concern province is advantage - Good interpersonal skills <p>Desirable</p> <ul style="list-style-type: none"> - Good knowledge of English <p>Locations</p> <ul style="list-style-type: none"> - Koh Thom Referral Hospital (Kandal Province) 1 post - Kongpisey Referral Hospital (Kampong Speu province) 1 post - Sre Ambel Referral Hospital (Koh Kong province) 1 post - Pea Raing Referral Hospital (Prey Veng province) 1 post
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Closing date

The closing date for submitting application is 21 October 2011 at 5.00PM. *Only short-listed candidates will be notified. Please visit www.nchads.org for full Term of Reference and requirements.*

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 nchadsproc@nchads.org by *specifying clearly the position apply for in the subject line and do not attached any supporting documents such as certifications.*

Contact Address

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