

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
(Cambodian nationals only)

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 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 based in Phnom Penh:

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| Post title 1 | : | Administration Officers |
| Required qualifications | : | Degree in Administration or equivalent with 3 years experiences in administration |
| Post title 2 | : | Procurement Officers |
| Required qualifications | : | Degree in Administration or related field with 3 years experiences in procurements |
| Post title 3 | : | Procurement Assistants |
| Required qualifications | : | Degree in Administration or related field with 2 years experiences in procurements |
| Post title 4 | : | Finance Officer |
| Required qualifications | : | Degree in Accounting or MBA (CPA prefer capacity in accounting environments. |
| Post title 5 | : | Account Assistants |
| Required qualifications | : | Degree in Accounting or equivalent with 1 year experiences in accounting |
| Post title 6 | : | Laboratory Assistant Manager |
| Required qualifications | : | Medical Doctor, Pharmacist or University Diploma in Biology or completed Medical Laboratory Technologist or equivalent with 2 years experiences in multi-disciplinary laboratory works. |
| Post title 7 | : | Laboratory Technicians |
| Required qualifications | : | Medical Doctor or Pharmacist or completed Medical Laboratory Technologist or equivalent with experience in multi-disciplinary laboratory works. |
| Post title 8 | : | Logistic Management Officer |
| Required qualifications | : | Degree in IT or Pharmacist with 2 years experiences in logistic including data analyses. |
| Post title 9 | : | Planning Assistant |
| Required qualifications | : | Bachelor degree related to field (health background will be advantage) with at least 3 years of works experience in planning, monitoring and reporting related to HIV/AIDS program |
| Post title 10 | : | Monitoring & Evaluation Assistant |
| Required qualifications | : | Bachelor degree related to field (health background will be advantage) with at least 3 years of works experience in planning, monitoring and reporting related to HIV/AIDS program |
| Post title 11 | : | Monitoring & Evaluation Officer (Planning, Monitoring & Evaluation) |
| Required qualifications | : | Bachelor degree related to public health (Medical Doctor and Master in Public Health will be advantage) with at least 4 years of works experience in planning, monitoring and reporting related to HIV/AIDS program |
| Post title 12 | : | M&E and Planning Officer |
| Required qualifications | : | Bachelor degree related to field (health background will be advantage) with at least 3 years of works experience in planning, monitoring and reporting related to HIV/AIDS program |
| Post title 13 | : | Transport and General Duties (Social Health Clinic) |
| Required qualifications | : | Completed High School with experience driving car or van at least 3 years |
| Post title 14 | : | Drivers |
| Required qualifications | : | Completed High School with experience driving car or van at least 3 years |

Closing date

The closing date for submitting application is 17 June 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

National Center for HIV/AIDS, Dermatology and STD (NCHADS)
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Email: nchadsproc@nchads.org