

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 manage the Grant effectively with accountability and transparency as required by the Global Fund, we seek individuals Cambodian national 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 position based in Phnom Penh:

Post title: Finance Officer (1 post)

Summary of Responsibilities

The selected candidate will report directly to the Chief of Finance and Senior Management Team members. The selected candidate will be responsible for assisting the Finance unit in implementing and maintaining high quality standard services at the NCHADS.

Qualification Requirement

- Bachelor's degree in Accounting or MBA (CPA preferred)
- At least 3 years previous work experience in a supervisory capacity and in an accounting environment with GFATM, ADB , World Bank or INGOs
- Good working knowledge of Accounting software; Quick Book
- Strong communication and interpersonal skills
- An ability to be able to work without supervision and to deadlines
- A demonstrable ability to multi-task in a pressured environment
- Excellent command of oral/written English
- An ability to work as a team member and to provide clear leadership and integrity

Closing date

The closing date for submitting application is **18 May 2012** 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)
No. 245H, Street 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Russey Keo
Phnom Penh, Cambodia
Tel: 023 432030
Email: nchadsproc@nchads.org

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The Principal Recipient/National Center for HIV/AIDS, Dermatology and STD (NCHADS)
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Terms of Reference

Post Title: Finance Officer

Job summary

The selected candidate will report directly to the Chief of Finance and Senior Management Team members. The selected candidate will be responsible for assisting the Finance unit in implementing and maintaining high quality standard services at the NCHADS.

Specific Responsibilities

1. Assist Senior Finance officer in the financial management, including the organization of team work and accordant with the PR finance team;
2. Prepare and develop detailed budget plans of the assigned Round and component for the PR including SRs based on the approved proposal by the GFATM;
3. Compile budget plans and reports received from SRs using the existing format and submit them to the PR Senior Management Team;
4. Review and comment on quarterly and/or semi-annual and annual reports received from SRs in order to consolidate the disbursement plans and disbursement requests to be submitted the GFATM through the LFA;
5. Scrutinize and monitor all financial and accounting and period reports of the SRs to ensure that internal control procedures and independent external audit recommendation are adhered to;
6. Provide guidance and assistance to SRs in compliance with financial and accounting management and reporting requirement of the GFATM and the PR including the conduct of training for the SRs;
7. Conduct regular monitoring and auditing of the PR and SRs expenditure and submit the report of the visits to the PR Senior Management Team;
8. Prepares the monthly and quarterly report for the PR to be submitted to the PR Senior Management Team for approval;
9. Involve in developing and revising the financial guidelines;
10. Involve and coordinate with the finance team to strengthening and maintaining the database system of the Finance Section;
11. Liaise with implementing partners including preparation of minutes of key meeting on financial and procurement issues, as requested by the PR Senior Management Team;
12. Coordinate with the finance team in response to the GFATM, LFA and CCC/CCCSC for any issues related to finance section;
13. Collaborate with the Planning, Monitoring and Reporting Unit to assist the implementation of NCHADS' activities and the provincial level;
14. Ensure that expenditure are covered by correspondence budgets as reflected in the work plan and budget approved by the PR NCHADS management
15. Generate a cash forecasting system to ensure that adequate funds are available to meet the working requirement of NCHADS GFATM SSF;
16. Participate in the recruitment of new staff as required;
17. Supervise and check of all transaction that record in Quick Book system accurately and timely;
18. Perform an internal control function to ensure financial transaction comply with the GFATM guideline and procedure;
19. Perform other duties requested by the PR Senior Management Team.

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