

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 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:

- Post title 1** : **Senior Procurement Officer**  
Required qualifications : Degree in Administration or related field with 5 years experiences in procurements of goods and services, experienced in procurement of pharmaceutical and health products will be an advantage; good communication in Khmer and English
- Post title 2** : **Procurement Officer**  
Required qualifications : Degree in Administration or related field with 3 years experiences in procurements of goods and services, experienced in procurement of pharmaceutical and health products will be an advantage; good communication in Khmer and English
- Post title 3** : **Accounting Assistant**  
Required qualifications : Degree in Accounting or equivalent with 1 year experience in accounting with NGOs or Ois, Very good level of English in Speaking/Reading and Writing.
- Post title 4** : **Data Analyst**  
Required qualifications : Degree in Pharmacist with 2 years experiences in logistic including data analyses pharmaceutical products is advantage.
- Post title 5** : **Data Manager/Research Assistant**  
Required qualifications : Degree in Computer Science or equivalent with 2 years experiences in data entry and databases, ability to conduct interview for research purpose, very good level of English in Speaking/Reading and Writing
- Post title 6** : **Provincial Data Management Officer(s)**  
Required qualifications : Degree in computer Science or related field, Ability to install, Maintain databases software system (SQL server), Previous experience in working in HIV/AIDS field. The positions will be based in the following provinces:  
- Siem Reap Province 1 post  
- Oddor Mean Chey Province 1 post  
- Kratie Province 1 post  
- Prey Veng Province 2 posts
- Post title 7** : **Data Entry Officer(s)**  
Training in computer and good knowledge in operating computer applications, good knowledge in English, residence in the concern province is advantage. The positions based in the following provinces:  
- Kampong Trach Referral Hospital (Kampot province) 1 post  
- RomeasHek Referral Hospital (SvayRieng province) 1 post  
- Pochentong Referral Hospital (Phnom Penh) 1 post

**Closing date**

The closing date for submitting application is **14 June 2013** at 5.00PM. *Only short-listed candidates will be notified. The full Term 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 [nchadsproc@nchads.org](mailto: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, SangkatPrek Leap, Khan RusseyKeo  
Phnom Penh, Cambodia  
Tel: 023 432030  
Email: [nchadsproc@nchads.org](mailto:nchadsproc@nchads.org)