



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 15 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 : Finance Manager (01 position)**
 Required qualifications :
 - University Degree in Finance, Accounting, Business Administration.
 - Related professional accounting certification is an advantage.
 - At least 10years's experience in accounting and financial management of organization.
 - At least 5 years's experience in managing grant from international donors.
 - Excellent in English and computer skills (MS. Word Excel, etc).
 - Knowledge of computerized accounting software (such as QuickBooks or SUN) is an advantage.
 Work location-Phnom Penh.

- Post title 2 : Finance Assistant (01 position)**
 Required qualifications :
 - University degree in financial management, business administration or accounting.
 - At least two years's experience in Finance reporting within organization working with sub grantees.
 - Good knowledge of accounting.
 - Good knowledge of excel
 - Working knowledge of English.
 Work location-Phnom Penh.

- Post Title3 : Accounting Officer (01 position)**
 Required qualifications :
 - University Degree in Accounting
 - At least 3years's experience in accounting of organization with sub grantees.
 - Knowledge of computerized accounting software (such as QuickBooks or SUN)
 - Good command of English.
 - Well organized and details oriented.
 - Willing to travel within the country.
 Work location-Phnom Penh.

- Post title 4 : Provincial Data Management Officer (08 position)**
 Required qualifications :
 - University Degree in Computer Science
 - Experience in SQL Server and Computer repairing
 - Previous training or experience in computers (MS. Office and Email)
 - 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.
 Work location-Prey Veng Province (02) , Svay Rieng province (02), Siem Reap province(01), Kratie (01). Bantay Meanchey (01) and Pailin province (01).

- Post Title 5 :**
 - Residence in the concerned province is advantage.
 Required qualifications :

- Data Entry Clerk (02 position)**
 - Previous training or experience in computers (MS. Office and Email)
 - Good interpersonal skills.
 - Knowledge in computer.
 Work location-Phnom Penh (01) Samdech Ov Hospital, (01) National Pediatric Hospital.

Closing date

The closing date for submitting application is **19 November 2014** at 5.00PM. *Only short-listed candidates will be notified. The full Terms 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 recruit@nchads.org by specifying clearly the position apply for in the subject line, indicate current and expected salary and three references, and do not attached any supporting documents such as **certifications**. *The detail Term of Reference for each jobs are available upon request at the NCHADS information desk or by mail or can be download from the link in www.nchads.org.*

Contact Address:

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