



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** : **Program Manager for Provincial HIV/AIDS Program (01 position)**
Required qualifications :
Work location-Phnom Penh.
- Medical doctor or medical background in Master of public health will be advantage
 - Having trained course related to project management including planning, monitoring reporting.
 - At least 4years of work experience with project management (planning, monitoring, and reporting) related to HIV/AIDS program. Good knowledge of English both writing and speaking.
 - Computer literacy (Ms. Word, Excel, Access and Power Point).
- Post title 2** : **M&E and Planning Officer (01 position)**
Required qualifications :
Work location-Phnom Penh.
- Bachelor degree related to the field (health background in public health will be advantage)
 - At least 3 years of work experience within planning, monitoring, reporting and evaluation related to HIV/AIDS program with NGOs, IOs, Government or UN Agency in the same fields.
 - Good knowledge of English both writing and speaking.
 - Computer literacy (Ms. Word, Excel, Access and Power Point).
- Post Title3** : **M&E Officer (01 position)**
Required qualifications :
Work location-Phnom Penh.
- Bachelor degree related to the field (health background in public health will be advantage)
 - Having trained course related to planning, monitoring, reporting and evaluation
 - At least 3 years of work experience within planning, monitoring, reporting and evaluation related to HIV/AIDS program. Good knowledge of English both writing and speaking.
 - Computer literacy (Ms. Word, Excel, Access and Power Point).
- Post title 4** : **VCCT Officer (02 position)**
Required qualifications :
Work location-Phnom Penh.
- Bachelor Degree of Business Administration or related field.
 - At least 2 years working experience in HIV testing and counseling, and knowledge related to health care services is preferable.
 - Good knowledge of English both in writing and speaking.
 - Computer literacy (Ms. Word, Excel, Access and Power Point).
- Post title 5** : **Counselor for SHC (01 position)**
Required qualifications :
Work location-Phnom Penh.
- Counseling or nursing qualification.
 - Experience working with people at risk of HIV/AIDS, or other vulnerable groups or in community health or public health. Good oral communication skills.
 - Good knowledge of English both in writing and speaking.
 - Computer literacy (Ms. Word, Excel, Access and Power Point).
- Post title 6** : **Senior Officer of Logistic Management Unit (01 position)**
Required qualifications :
Work location-Phnom Penh
- Degree in TI, Pharmacist or equivalent
 - At least 3 years of progressive experiences in management of all commodities include OI, ARV, regents and consumables. Well understanding of LMIS and Ms. Office.
 - Good knowledge of English both writing and speaking.
 - Computer literacy (Ms. Word, Excel, Access and Power Point).
- Post title 7** : **Clinical AIDS care Officer for Adult (07 positions)**
Required qualifications :
Work location-Phnom Penh-Provinces.
- Medical doctor degree or equivalent. Demonstrated interest in working with HIV infected patients and children. Receive trainings in Management of OIs and ART in children. Experience in pediatric case management. Good knowledge of English both in writing and speaking. Computer literacy (Ms. Word, Excel, Access and Power Point).
 - Location of work: Kandal (01), Kampot (01), Neak leang (01), Svay Rieng (01), Phnom Penh (3).



Post title 8 : **Clinical AIDS Care Officer for Pediatric (04 positions)**
Required qualifications :
Work location- Phnom Penh-Provinces.

- Medical doctor degree or equivalent.
- Experience in clinical case management. Receive trainings in Management of OIs and ART.
- Good knowledge of English both in writing and speaking.
- Computer literacy (Ms. Word, Excel, Access and Power Point).
- Location of work: Kandal (01). Kampong Chhnang (01), Phnom Penh (2).

Post title 9 : **Senior Procurement Officer (01 positions)**
Required qualifications :
Work location- Phnom Penh.

- Master /Bachelor degree in Business Administration or related fields.
- Degree/Diploma in supply chain management will be advantage.
- At least 4years of experience in field of procurements, experiences in procuring pharmaceuticals, health products and or health equipment will be advantage.
- Experience to work with Global Fund grant/ international organization will be advantage.
- Good knowledge of English both writing and speaking.
- Computer literacy (Ms. Word, Excel, Access and Power Point).

Post title 10 : **Procurement Assistant (01 positions)**
Required qualifications :
Work location- Phnom Penh

- Bachelor degree in Business Administration or related field.
- At least 2years of experience in field of procurements.
- Good knowledge of English both writing and speaking.
- Computer literacy (Ms. Word, Excel, Access and Power Point).

Closing date

The closing date for submitting application is **21 March 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*.

Contact Address:

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Phnom Penh, Cambodia. Tel: 023 432090. Email: recruit@nchads.org