

## ADVERTISEMENT

### *National Center for HIV/AIDS, Dermatology and STDs (NCHADS)*

The National Center for HIV/AIDS, Dermatology and STDs (NCHADS) of the Ministry of Health has received funding from the US CDC/Global AIDS Program (GAP) under Cooperative Agreement for the expanding HIV/AIDS Program Activities of the Ministry of Health of the Kingdom since 2002. Now the project mission has reached to Phase III (31 July 2013 to 30 July 2018).

Currently NCHADS is seeking for **01 qualified contractual staffs** under the US CDC project support for the following Positions:

**1). Position : Data Management Officer for Data Linked Response Activities**

**Location : Banteay Mean Chey Province (Provincial Health Department, PHD)**

**Accountable to : Head, Data Management Unit**

**Expected Monthly Salary: USD250 or Experience Based**

#### **Job Summary:**

To assist with the design and maintenance of data management tools, and the collection and analysis of data from OI, ART, TB/HIV, PMTCT, STI, HBC, and VCCT services.

#### **Specific Responsibilities:**

1. To collect, manage and store all client/patient and routine service provision data from STI, VCCT, TB/HIV, PMTCT, HBC and OI/ART in health facility and home base care service in appropriate database.
2. To collaborate with concerned units at NCHADS to review, design and update data collection tools and recording format, utilizing new information technology and network systems.
3. To work closely with health facilities and other partners to ensure regular collection and submission of patient data required for the data management system.
4. To enter paper-based data from health facilities into the electronic data format on a monthly basis.
5. To carefully review LR data each month highlighting possible errors and following up with sites to correct possible errors on a monthly basis.
6. To work with NCHADS data management unit to clean LR data on quarterly basis.
7. To collaborate with NCHADS' surveillance and research units in analyzing this data.
8. To present the data in appropriate reports and formats on a monthly, quarterly, and annual basis for use by all involved partners.
9. To prepare data and other relevant materials for LR Quarterly Coordination Meetings.
10. Prepare and analyze data for Operational District and relevant Linked Response presentations.
11. To present ANC uptake and HIV testing coverage at ANC data to provincial and district logistic officers to support quantification and forecasting of requirements for HIV test kits and consumables. And, to provide relevant PMTCT service access data to logistic officers to support PMTCT drugs and supply distribution to satellite sites.
12. To track referral and care of HIV+ mothers and exposed infants amongst relevant services at the satellites, and Hub by maintaining the HIV+ Mother and Exposed Infant Follow-up Sheet or Follow-up Sheet.
13. To support prevention of loss to follow-up of HIV+ mothers and exposed infants by reviewing the Follow-up Sheet and alerting OD LR coordinator, OD director and relevant site level health staff, HBC and partner NGO to missed care and treatment and potential loss.

#### **General Responsibilities:**

1. To work with due diligence in carrying out the tasks of the position.
2. To pursue regular, punctual and full-time attendance to duties during official working hours.
3. To strive all times to assist the NCHADS attain the highest levels of accuracy and honesty in all its activities.
4. To draw the attention of the Linked Response TWG/TSG immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
5. To undertake any other duties assigned by the PHD, PAO Manager, OD Director, and NCHADS.
6. To work closely with the existing Data Managers officer in province to ensure consistency in reporting.

#### **Qualifications**

1. University Degree in Computer Science
2. Previous training or experience in computers (MS. Office and Email)
3. Ability to conduct multiple tasks and effectiveness in high-pressure situations.
4. Ability to absorb and synthesize a broad range of information.
5. Ability to travel within the province.
6. Fluent written and spoken English.
7. Good interpersonal skills.
8. Residence in the concerned province is advantage

All interested candidates should request apply by e-mail or in writing with a copy of any up-to-date CV, to the following address:

*Procurement Office on 1<sup>st</sup> floor of National Centre for HIV/AIDS, Dermatology and STDs  
No. 245H, St. 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Rusey Keo, Phnom Penh, Cambodia*

*E-mail: [nala@nchads.org](mailto:nala@nchads.org)*

*Website: [www.nchads.org](http://www.nchads.org)*

*Tell: 023 432 090/ 016 595969*

*Provincial HIV/AIDS-STI Program (PASP) Office of Banteay Mean Chey Provincial Health Department  
Address: Phum Kbal Spean, Sangkat Preah Ponlea, Krong Serey Sophorn, Banteay Mean Chey Province, Cambodia*

*E-mail: [lem\\_savry@yahoo.com](mailto:lem_savry@yahoo.com)*

*Tell: 077 737 945*

Applicants should mark clearly on applied position title and send to the above address by or before 17:00 on Monday, December 15, 2014