



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:

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| <p><b>Post title 1</b><br/>Required qualifications<br/>Work location-Phnom<br/>Penh.</p> | <p><b>: Grant Management Adviser/TA M&amp;E Management (01 position)</b></p> <ul style="list-style-type: none"> <li>• Advanced University degree (Masters, PhD, or MD).</li> <li>• A minimum of 8 years' experience in the design, management or monitoring of complex projects or strategic information systems including Monitoring &amp; Evaluation(if possible related to health and/or HIV) in low or middle income country settings; Documented experience with and knowledge of HIV/AIDS or health programmes;</li> <li>• Demonstrated grant management experience with complex, high value grants with multiple sub-recipients(HIV/AIDS or health related)and analytical ability to identify and solve problems;</li> <li>• Demonstrated knowledge of and experience with the GFATM processes and operating procedures (e.g., grant management through Sub-recipients, reporting requirements, policies, work plans and performance framework...); Excellent planning and organizational skills including micro planning and monitoring;</li> <li>• Good coaching and training skills with Government and civil society counterparts;</li> <li>• Excellent leadership, interpersonal skills and superior ability to effectively negotiate and coordinate with civil society, government and health partner organizations in constraint resource settings; Prior experience in Cambodia a definite asset; Ability to multitask and organize several different initiatives; Excellent verbal and written communication and presentation skills with tact and diplomacy; Ability to work effectively in a team-oriented environment and take initiatives;</li> <li>• Excellent oral and written English skills; Knowledge of Khmer language an asset; and</li> <li>• Excellent computer skills (MS office) to design planning systems analyze large information flows and manage and monitor complex work plans and other GFATM and PR/SR templates.</li> <li>• Only international candidates are acceptable.</li> </ul> |
| <p><b>Post title 2</b><br/>Required qualifications<br/>Work location-Phnom<br/>Penh.</p> | <p><b>: Laboratory Quality Manager (01 position)</b></p> <ul style="list-style-type: none"> <li>• Medical doctor, pharmacist and completion of Medical Laboratory Technologist or equivalent.</li> <li>• Works experience as a multi-disciplinary laboratory technique is considerable. Able to work with the routine laboratory equipments. Understanding with Quality Assurance program in Laboratory is considered.</li> <li>• Full time working in NCHADS Laboratory.</li> <li>• Good knowledge of English both writing and speaking.</li> <li>• Computer literacy (Ms. Word, Excel, Access and Power Point, and lab information systems)</li> </ul>  |
| <p><b>Post Title 3</b><br/>Required qualifications<br/>Work location-Phnom<br/>Penh.</p> | <p><b>: Laboratory Technician for PCR lab (01 position)</b></p> <ul style="list-style-type: none"> <li>• Medical doctor, pharmacist and completion of Medical Laboratory Technologist or equivalent.</li> <li>• Works experience as a multi-disciplinary laboratory technique is considerable. Able to work with the routine laboratory equipments. Understanding with Quality Assurance program in Laboratory is considered.</li> <li>• Full time working in NCHADS Laboratory.</li> <li>• Good knowledge of English both writing and speaking.</li> <li>• Computer literacy (Ms. Word, Excel, Access and Power Point, and lab information systems).</li> </ul>  |
| <p><b>Post Title 4</b><br/>Required qualifications<br/>Work location-Phnom<br/>Penh.</p> | <p><b>Laboratory Technician for Sample processing and Data entry (01 position)</b></p> <ul style="list-style-type: none"> <li>• Medical doctor, pharmacist and completion of Medical Laboratory Technologist or equivalent.</li> <li>• Works experience as a multi-disciplinary laboratory technique is considerable. Able to work with the routine laboratory equipments. Understanding with Quality Assurance program in Laboratory is considered.</li> <li>• Full time working in NCHADS Laboratory.</li> <li>• Good knowledge of English both writing and speaking.</li> <li>• Computer literacy (Ms. Word, Excel, Access and Power Point, and lab information systems).</li> </ul>   |
| <p><b>Post Title5</b><br/>Required qualifications<br/>Work location-Phnom<br/>Penh.</p>  | <p><b>Cleaner (01 position)</b></p> <ul style="list-style-type: none"> <li>• Experience of related positions.</li> <li>• Full time working in NCHADS Laboratory.</li> <li>• Able to read and write Khmer.</li> </ul>  |



**Closing date**

The closing date for submitting application is **04 April 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](mailto: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](http://www.nchads.org).*

**Contact Address:**

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