



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** : **Senior Finance Officer (01 position)**
- Degree in Accounting/Finance or other related fields;
  - At least 5 years progressive experiences in financial management with international organization/agency; experience in managing the global fund grant is an asset.
  - Strong experience and knowledge of using QuickBooks Accounting Software and other accounting software;
  - Strong communication in English (speaking and writing);
  - Good interpersonal and analytical skills.
- Post title 2** : **Finance Officer (01 position)**
- Required qualifications :  
Work location-Phnom Penh.
- Degree in Accounting /Finance or other related fields.
  - At least 3 years progressive experiences in financial management with international organization/agency.
  - Strong experience and knowledge of using QuickBooks Accounting Software and other accounting software.
  - Strong communication in English (speaking and writing).
  - Good Interpersonal skill
- Post Title 3** : **Accountant Assistant (02 position)**
- Required qualifications :  
Work location-Phnom Penh.
- Hold Bachelor degree in accounting or equivalent qualification
  - 1 year experience in accounting (preferred)
  - Good computer skills, Quick book, Microsoft office, Email/internet
  - Good command of English, reading, writing and speaking
  - Proactive, attentive to detail and accurate
  - A willingness to travel to provincial locations

#### **Closing date**

The closing date for submitting application is **09 June 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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