



Announcement
National Center for HIV/AIDS, Dermatology and STDs (NCHAD)



The National Center for HIV/AIDS, Dermatology and STDs (NCHAD) 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 Provincial Accountant under the US CDC project as the following:

Work Location : Provincial Health Department of Pursat Province

Job Summary : to manage provincial budget that received from NCHADS for implementation project activities. Coordinate with provincial AIDS supporting program (PASP) in developing project proposal, maintain accounting record, and prepare financial report and replenishment request to grantee (NCHADS).

Responsibilities:

The Accountant will work closely with PASP and report to PASP and Director of Provincial Health Department (PHD). He/She will be responsible as the following:

- Keeping the Project Accounting files updated regularly in accordance with the US CDC - NCHADS accounting procedures.
- Maintain project bank account and petty cash account
- Verify supporting documents of expenditure and make payment to project staff, suppliers, contractors.
- Prepare monthly petty cash and bank reconciliation.
- Prepare financial report (monthly, quarterly) for internal control and submit to Grantee (NCHADS).
- Prepare monthly fund request for replenishment to grantee.
- Maintain project assets and inventories list.
- Coordinate work with auditor.
- Any other duties assigned by PASP and director of provincial health department.

General Responsibilities:

- To work with due diligence in carrying out the tasks of the position.
- To cooperate helpfully within and between sections, districts, health centers to strengthen the performance of PHD.
- To ensure regular, punctual and full-time attendance duties during official working hours.
- To strive all times to assist the sections, districts, health centers attain the highest level of accuracy and honesty in all its activities.

- To draw the attention of the PAO immediately to any irregularity or other matters of significance affecting the efficient and honest functioning of the unit.
- To undertake any other duties assigned by the PAO and Director of Provincial Health Department.

Minimum Qualifications:

- At least two years of work experience in the field of accounting,
- Have experience with Government Institution is an asset,
- Bachelor's Degree in Accountancy or related field,
- Accountancy Certification from an accredited financial/Accounting institute.
- Proficiency in written and spoken English and Khmer.
- Computer literacy; fully competent in MS word, Excel programs, Accounting software Quick books pro or Quick Premier.

Interested individuals are encouraged to apply by e-mail or in writing with a copy of an up-to-date CV and Cover Letter to the following address:

Procurement Office on 1st 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
 Website: www.nchads.org
 Tell: 023 432 090/ 016 595969

Or

Provincial HIV/AIDS-STI Program (PASP) Office of Pursat Provincial Health Department
 Address: Phum Peal Nhek, Sangkat Pteas Prey, Pursat City, Pursat Province
 E-mail: t_sopheap@yahoo.com
 Tel: 012 449450/ 012449 450

Applicants should clearly mark the applied position title and expected salary and send to the above address no later than 17:00 on October 31, 2015