



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 : Data Entry Clerk (03 positions)

- Required qualifications :
Work location- Base in (01) NPH in Phnom Penh, (01) In Prey Kabas Takeo Province, (01) In Neak Loeung Prey Veng Province.
- Previous training or experience in computer (MS. Office, Email, Excel, Word).
 - Ability to conduct multiple tasks and effectiveness in high-pressure situations.
 - Ability to absorb and synthesize a broad range of information.
 - Ability to travel within the province.
 - Fluent written and spoken Khmer.
 - Fluent written and spoken English.
 - Good interpersonal skills.

Post Title 2 : Provincial Data Management Officer (09 positions)

- Required qualifications :
Work location- Bas (01) Preah Vihea province, (01) Kratie Province, (02) Svay Reang Province. province, (02) Pursat Province, (01) Takeo Province, (01) Kampong Cham, (01) Pailin Province .
- University Degree in Computer Science.
 - Experience in SQL Server and computer repairing.
 - Ability to absorb and synthesize a broad range of information.
 - Ability to travel within the province.
 - Fluent written and spoken Khmer.
 - Fluent written and spoken English.
 - Good interpersonal skills.
 - Resident in the concerned province is advantage.

Post Title 3 : Finance Officer (01 position)

- Required qualifications :
Work location-Base in NCHADS (Phnom Penh)
- University degree in financial management, business, administration or related.
 - 3 years Experience in accounting and financial management of organization especially reporting to donors.
 - 3 years Experience in managing multi - grants from international donors.
 - Fair English and good computer skills.
 - Knowledge of Computerized accounting software (QB, Sun).

Post Title 4 : Account Assistance (02 positions)

- Required qualifications :
Work location-Base in NCHADS (Phnom Penh).
- Hold Bachelor degree in accounting or equivalent qualification
 - 1year 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 **22nd October, 2015** 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*. *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.*

Contact Address: National Center for HIV/AIDS, Dermatology and STD (NCHADS)No. 245H, Street 6A, Phum Kean Klang, SangkatPrek Leap, Khan RusseyKeo Phnom Penh, Cambodia. Tel: 023 432090. Email: recruit@nchads.org