



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 02 qualified candidates working under the US CDC project as the following positions:

1. Position: HIV Case Management Assistant
Location: Pursat Province (Provincial Health Department, PHD)
Accountable/ Report to: Provincial HIV/STI Program Managers, HIV case management

coordinator, and AIDS Care Unit of NCHADS

JOB SUMMARY:

To assist District HIV/STI Coordinators (HIV case management coordinator) and Provincial HIV/STI Program Managers in coordinating and managing HIV/STI cases within the coverage of OD with Pre-ART/ART sites.

SPECIFIC RESPONSIBILITIES:

- 1. Assist in detection, tracking and management of new HIV cases
 - Receive information about clients with HIV finger prick test reactive from all HIV Testing and Counseling (HTC) providers
 - Communicate with all HTC providers to obtain information about new clients with a first positive rapid test
 - Facilitate referrals for confirmatory testing at VCCT co-located with pre-ART/ART sites
 - Ensure successful referral for all clients with HIV finger prick test positive receive confirmatory test for HIV at VCCT co-located with pre-ART/ART site
 - Track final results of HIV confirmatory test from VCCT for each client with a first
 positive rapid test, including weekly (at least) communication with VCCT to obtain
 confirmatory test results
 - Track HIV Exposed Infants with a positive DNA PCR test to ensure that they receive confirmatory DNA PCR test.
- 2. Assist in ensuring adherence and retention in care of HIV-infected patients, including pregnant women:
 - Follow up with HIV Exposed Infants testing positive to ensure that they are immediately initiated on ART at Pediatric AIDS Care site.
 - Ensure that all clients with HIV confirmatory test positive are enrolled at pre-ART/ART site

- Work with data management officers and relevant partners to identify and make the list of patients at risk of lost-to-follow up (LTFU) in the coverage areas
- Facilitate/identify support for strengthening adherence/appointment keeping, especially for patients at risk of LTFU
- Work with PLHIV peers/MMM coordinators, HBC team, ART team, and other partners including TB and MCH program to make sure that clients receive all services they need.
- Make direct contacts with clients through phone calls or home visits to follow up clients who miss an appointment keeping.
- 3. Assist in documenting patients' record using standard forms and tools provided:
 - Record and update the list of clients with HIV finger prick test reactive
 - Make sure that new confirmed HIV positive clients are documented
 - Record and document data on follow-up of HIV positive pregnant women and their HIV exposed babies.
 - Make sure that all patients' record and files are up-to-date
- 4. Providing Feedbacks and reporting
 - Providing regular report on new HIV cases and results of referrals and follow up to HIV case management coordinator.
 - Assisting HIV case management coordinator in preparing summary results of new HIV cases and results of referrals and follow up
 - Provide feedbacks on new HIV case and results of referrals and follow up to relevant stakeholders
 - Assist HIV data officer in collecting and reporting data regarding treatment as prevention (TasP) and boosted linked response (B-LR)

GENERAL RESPONSIBILITIES

- 1. To work with due diligence in carrying out the tasks of the position.
- 2. To ensure regular, punctual and full-time attendance to duties during official working hours
- 3. To strive all times to assist OD/PASP/PHD to attain the highest levels of accuracy and honesty in all its activities.
- 4. To draw the attention of HIV case management coordinator, OD director, PASP manager, and PHD director immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of OD//PASP/PHD.
- 5. To undertake any other duties assigned by HIV case management coordinator, PASP manager and OD/PHD/NCHADS director.

QUALIFICATIONS

The Successful candidate is required to have the following qualification:

- 1. University degree, preferably health related degree
- 2. Demonstrated interest in Public Health
- 3. Knowledge of HIV/AIDS and health
- 4. Experience in working in HIV or health related field.
- 5. Computer skill: word, excel, PowerPoint, email/internet
- 6. Understanding in written and spoken English
- 7. This post requires significant travel and work closely with health workers.
- 8. Residence in the concerned province is advantage

2. Position: Data Management Officer for Data Linked Response Activities Location: Bantey Mean Chey Province (Provincial Health Department, PHD) Report/ Accountable to: Head, Data Management Unit of NCHADS

<u>Job Summary:</u> 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 work as a team with the PHD staff
- 2. To maintain the NCHADS STI, VCCT, TB/HIV, PMTCT and OI, ART health facility and home-based care services data collection instruments.
- 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 PAO databases
- 5. To compile data on service availability
- 6. To compile, enter and maintain data in the data management databases.
- 7. To prepare monthly, quarterly, annual and other reports based on the data management system and to send the data sets to NCHADS data management unit
- 8. To provide basic information for decision makers to conduct data analysis
- 9. To provide back up to health facilities staff, and ensure adequate feedback and dissemination of report

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.

Required qualifications:

- University Degree in Computer Science
- Previous training or experience in computers (MS. Office and Email)
- 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.
- Good in written and spoken English.
- Good interpersonal skills.
- Residence in the concerned province is advantage

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

For Position HIV/ Case Management Assistant:

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/ 012779 239

Or

For Position Data Management Officer

Provincial HIV/AIDS-STI Program (PASP) Office of Bantey 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 Tell: 077 737 945

Applicants should clearly mark applied position title and send to the above address no later than 17:00 on May 30, 2016