**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 (NFM)**

***VACANCY ANNOUNCEMENT***

The PR-NCHADS is the legally accountable party for Global Fund NFM 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 01** : **Procurement Manager (01 position)**
Required qualifications :
Work in PR-NCHADS
location-Phnom Penh.

**Requirements**

**Qualifications**

- Masters degree in Business Administration or a related field
  Degree/Diploma in supply chain management an advantage

**Specific Responsibilities**

**Experience/skills**

- 5-10 years professional experience in procurement in Cambodia
- Excellent facilitation and communication skills; very good command of English (written and spoken)
- Excellent documentation, budget and contract management skills
- Highly competent with IT systems including use of MS Office suite (Excel /WORD)
- Experience in procurement of pharmaceuticals, health products and/or health equipment an advantage
- Experienced with GFATM projects an advantage

**Responsibilities**

- Manage the procurement team
- Coordinate and liaise with NCHADS units and partners
- Accountable for all steps of procurement processes:
  - -Planning
  - -Procurement and QA
  - -Reporting
  - -Risk management
  - -Contract negotiation
  - -Teamwork and communication management
  - -Coordination and liaison

The closing date for submitting application **is on the 14 March, 2017** 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 or +855 0157 38352. Email: recruit@nchads.org

**National Center for HIV/AIDS, Dermatology and STD (NCHADS)**
*as Office of the Principal Recipient (PR-Office) on behalf of*
**The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM)**

**Terms of Reference**
**Position: Procurement Manager**

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|---|---|
| Title: | Procurement Manager |
| Project: | Global Fund Grant HIV- |
| Duty station: | Phnom Penh, Cambodia |
| Section/Unit: | Procurement Unit |
| Contract: | Local / to 31 Dec 2017 |
| Supervisor: | PR-Manager NCHADS |

***Job description***

Overall responsibility

Under the direct supervision of the director of NCHADS, the Procurement Manager is responsible for day-to-day oversight and management of the Procurement Unit including procurement of health and non-health products and services on behalf of NCHADS as the Principal Recipient under The Global Fund HIV/AIDS grant in Cambodia.

*Manage the procurement team*

This includes the supervision of procurement staff and ensuring that all procurement activities are consistent with the procedures described in the NCHADS Procurement Manual, and ensuring that all activities proceed without a conflict of interest applying to any procurement staff.

*Coordinate and liaise with NCHADS units and partners*

The Procurement Manager works closely with the NCHADS Finance Unit to ensure procurement requests from NCHADS units or from partner agencies are processed effectively and efficiently, and that all tasks are documented.

The Procurement Manager must cooperate with closely with NCHADS Logistics and Supply Management Unit, the Department of Drugs and Food, and the Central Medicines Stores to ensure a high quality, safe and effective supply chain of medicines, diagnostic tests, health commodities and laboratory supplies, including the implementation of QA systems including recall procedures when required.

The Procurement Manager must cooperate closely with the Procurement Agent, provincial health departments, and NGO partners to ensure smooth operation of the Procurement Plan, including the delivery of procurement training where necessary.

*Responsible for all steps of procurement process*

The Procurement Manager will work with NCHADS Units, CHAI and other partners in the forecasting and quantification of OIs/ARVs drugs, HIV diagnostic test kits, and commodities. This includes regular updates to inventory lists of products procured using the GFATM budget.

The Procurement Manager is responsible for ensuring that all procurement activities comply with all relevant standards or requirements set by GFATM and are in line with GFATM Procurement Guidelines and related materials.

The Procurement Manager is responsible for confirming that all necessary Import Licenses are secured, completion of Customs Clearance on arrival in Cambodia, and sign-off on delivery of products to NCHADS or partner agencies, as well as sign-off on delivery to CMS for all medicines, diagnostic tests, laboratory supplies and other health commodities.

The Procurement Manager must implement procedures related to the Quality Assurance of medicines, diagnostic tests, laboratory supplies and other health commodities sourced either from individual suppliers or via a Procurement Agent. This includes compliance with (for example) applicable regulatory requirements, manufacturing standards and batch QC certification.

***Description of the main activities***

- Planning
    - Develop GFATM Procurement Plan, including budget
    - Ensure that all pharmaceuticals are purchased and protocols are in place following Inter-agency Guidelines: *Operational Principles for Good Pharmaceutical Procurement* in accordance with the GFATM quality assurance policy.
    - Ensure pre-qualification of medicines, diagnostic tests and other health commodities where applicable according to GFATM guidelines.

- Procurement and QA
    - Overall responsibility for the Procurement and oversight of all GFATM procurement services including documentation
    - Provide technical support on specifications, cost implications and logistics for safe delivery both internationally and nationally.
    - Develop knowledge and monitor the commodity market for the goods and services, in the area of responsibility, and be able to identify and select potential vendors.
    - Evaluate submissions to ensure technical compliance with SR/SSR needs and cost effective purchasing of goods and services.
    - Prepare and finalize bidding documents /tenders
    - Coordinate advertising for bidding process
    - Ensure all procurement of medicines, diagnostic tests, health commodities and laboratory supplies are processed on time
    - In close collaboration with NCHADS Logistics Unit, provincial health departments/OD and implementing partners work for strengthening national health supply chain including improving storage and warehousing, quantification and reporting, end user monitoring, and total quality management of HIV medicines health commodities, laboratory products/equipment and related supplies.
    - In coordination with NCHADS units, develop/implement QA/QC sampling plan according to the GFATM policies.

- Ensure that goods and services are provided according to client needs with lead times that meet or exceed industry norms.
- Maintain database of all procurement activities with a view to automate repetitive processes as the project progresses.
- Update Standard Operating Procedures (SOP)to ensure best practices

- Reporting
  - Complete regular reports on procurement services
  - Prepare PU/DR and maintain inventory of products
  - Ensure recommendations of the annual audit of procurement processes are implemented

- Risk management
  - Identify risks and ensure that proper internal controls within procurement operations of the project are developed and strictly enforced
  - Ensure that all procurement actions are conducted according to NCHADS Financial Management Guidelines and applicable policies and procedures as well as the highest degree of personal and professional ethics

- Contract negotiation
  - Supervision and negotiation with Procurement Agent and other suppliers
  - Develop and maintenance of PAIF for the Procurement Agent
  - Contract supervision (including development and review of templates)
  - Ensure contracts are finalized in timely manner
  - Review Contract Code of Conduct (development and review of templates)

- Teamwork and communication management
  - Supervision, mentoring, performance assessment of GFATM procurement staff including work-plans
  - Build good relationships with partners/clients and develop strong team work
  - Respond to partners (SR, SSR, NCHADS Units and provincial health departments) queries or requests as soon as possible but not later than 2 days from the date of receipt
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- Coordination and liaison
  - Deliver orientation workshops to Sub-Recipients (or sub-Sub-Recipients) as necessary
  - Supply PUDR reports to PRTRT/LFA identifying all procurement, time related or other significant issues
  - Active participation with the PR Coordination Group
  - In cooperation with related PR-Offices, update (as needed) the Procurement Manual and applicable SOPs
  - Be responsible for Procurement TWG with partner agencies
  - Attend NCHADS TWG as requested

- Perform other tasks as requested by Director of NCHADS/NCHADS management team.

**Requirements**

*Qualifications*

- Master's degree in Business Administration or a related field
  Degree/Diploma in supply chain management an advantage

*Experience*

- More than 5 years experiences in the field of procurement in Cambodia
- Experienced in procurement of pharmaceuticals, health products and/or health equipment an advantage
- Experienced with GFATM projects an advantage

*Competencies*

- Expert knowledge of international pharmaceutical procurement and supply systems.
- Knowledge of the Good Manufacturing Practice (GMP) standards established by the World Health Organization.
- Knowledge of the GFATM procurement and quality assurance policies.
- Excellent documentation, budget and contract management skills
- Highly competent with IT systems including use of MS Office suite (Excel /WORD)
- Excellent facilitation and communication skills
- Fluency in English and Khmer (written and spoken) is required.