



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



The National Center for HIV/AIDS, Dermatology and STDs (NCHADS) 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 looking for a position of
ART AND LR NATIONAL FOCAL POINT COORDINATOR

<u>Work Location</u>	: Based in NCHAD Office, Phnom Penh
<u>Expected Monthly Salary</u>	: USD 600-700 based on Qualification and experience
<u>Job Summary</u>	: to support implementation of the Boosted Continuum of Care (CoC) and Boosted Linked Response activities, focusing on coordination and monitoring; and assist in the overall functioning of the AIDS Care Unit under direct supervision of Head of AIDS Care Unit.

SPECIFIC RESPONSIBILITIES

1. To coordinate and assist in the formulation and implementation of the workplan of Boosted CoC activities.
2. To support AIDS Care Unit activities related to active case finding and retention in care, focusing on the NCHADS M&E system for monitoring, evaluation, and reporting newly identified cases.
3. To collect and analyze reports from the district Assistant Case Management Coordinators, including information on individual cases.
4. To assist in organizing AIDS care trainings and meetings as needed.
5. To facilitate break-out sessions during training and capacity building activities.
6. To assist in convening regular meetings of the Continuum of Care Technical Working Group, and keep records and minutes of the meetings.
7. To support AIDS Care Clinical Officers in conducting national clinical mentoring activities.
8. To provide administrative support to the head of the AIDS Care Unit.
9. To support coordination and collaboration activities with NCHADS Units, MoH Department, Provinces, NGOs, OIs, and donor agencies working in the field of continuum of care.
10. Coordinate the rapid provision of EID results between NCHADS lab and district/ site staff.

GENERAL RESPONSIBILITIES

11. To work with due diligence in carrying out the tasks of the position.
12. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
13. To ensure regular, punctual and full-time attendance to duties during official working hours.
14. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
15. To draw the attention of the Head of the AIDS Care Unit immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
16. To undertake any other duties assigned by the Head of the AIDS Care Unit.

Qualifications or Specialized Knowledge/Experience Required:

17. University degree related to the position
18. Demonstrated interest in Public Health
19. Knowledge of HIV/AIDS
20. Experience working within Cambodia's Ministry of Health programs
21. Five years professional experience in organizing meetings, workshop and training.
22. Computer skills: Word, Excel, PowerPoint
23. Proficiency in written and spoken English

Note: All interested candidate should download detail Term of Reference (TOR) from www.nchads.org or e-mail to nala@nchads.org.

All interested candidates should apply by e-mail or in writing with a copy of 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 Chroychanva,
Phnom Penh, Cambodia
E-mail: nala@nchads.org
Website: www.nchads.org
Tell: 023 432 090/ 016 595969

Applicants should mark clearly on applied position title and send to the above address by or before 17:00 on Date June 26, 2017