



# 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 IV (April 01, 2018 to March 31, 2023).

**Currently NCHADS is seeking for qualified candidates working under the US CDC project as the following positions:**

- 1. Position : Senior Data Management Officer (01 Post)**  
**Location : NCHADS, Phnom Penh**  
**Accountable/ Report to: Chief of Data Management Unit (DMU) and Technical Bureau of NCHADS**

Job Summary: to assist Chief of Data Management Unit (DMU) and/or Technical Bureau of NCHADS in managing the overall operation of DMU, ensuring the functioning and scale-up of NCHADS HIV strategic information (SI) system.

### SPECIFIC RESPONSIBILITIES:

- To assist in developing and implementing DMU work plan for strengthening HIV SI in the health sector
- To assist DMU/NCHADS in developing and updating tools and guidance for data collection, data storage, data analysis and reporting systems for HIV prevention, care and treatment program of NCHADS.
- To assist DMU in collecting and reporting NCHADS HIV program data on quarterly and annually basis
- To assist DMU/NCHADS in developing, implementing and monitoring data quality assurance system
- To assist DMU/NCHADS in organizing training, workshops, and meetings to improve and scale-up NCHADS HIV SI system
- To work with due diligence, provide back up and supervision to provinces, ODs, and health facilities, and ensure adequate feedback and dissemination of reports.

### GENERAL RESPONSIBILITIES

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

- To undertake any other duties assigned by the Head of the Unit or the NCHADS Director

## REQUIREMENT AND QUALIFICATION

### ESSENTIAL REQUIREMENT:

1. Previous training or experience in computers (MS Office, Email, Excel, Word)
2. Ability to conduct multiple tasks and effectiveness in high-pressure situations
3. Ability to absorb and synthesize a broad range of information
4. Ability to travel within the province
5. Fluent written and spoken Khmer
6. Fluent written and spoken English
7. Good interpersonal skills

### DESIRABLE QUALIFICATION

8. Degree in Health Sciences
9. At least 5 years-experience in working with managing and overseeing data of HIV/AIDS patients in Cambodia
10. Experience in working with the development of guidance/standard operating procedures (SOP) related to data management of HIV/AIDS patients in Cambodia
11. Ability to negotiate with various donors in area of managing Cambodia HIV/AIDS patient data

2. **Position** : **B-IACM National Coordinator (01 Post)**  
**Location** : **NCHADS, Phnom Penh**  
**Accountable/ Report to:** **B-IACM Team Leader/ Chief of Technical Bureau of NCHADS**

Job Summary: To assist NCHADS in scaling up the implementation of Boosted Integrated Active Case Management (B-IACM) activities to achieve the 90-90-90 targets.

### SPECIFIC RESPONSIBILITIES

- To assist the Technical Bureau of NCHADS in formulating and implementing work plan and roadmap for scaling up B-IACM activities.
- To join NCHADS B-IACM team and Data Management Unit (DMU) to develop, apply and revise B-IACM dashboard (HIV, PW & SEI, PW & HEI,...)
- To work with B-IACM team and DMU to assist CMC/CMA in ensuring B-IACM data quality and applying sub-national B-IACM dashboard to support the meetings of Group of Champion (GoC)
- To assist B-IACM team and Payment for Result (P4R) team in documenting and assessing performance of provinces/ODs implementing B-IACM on a quarterly basis.
- To assist Technical Bureau of NCHADS in organizing and facilitating B-IACM training, workshops and meetings including B-IACM TWG meetings, B-IACM orientation workshops, B-IACM network meetings, and GOC meetings.
- To coordinate and collaborate with other Units of NCHADS, MoH Department, Provinces, NGOs, OIs, and donor agencies working in the field related to B-IACM activities.

### GENERAL RESPONSIBILITIES

- To work with due diligence in carrying out the tasks of the position.
- To cooperate helpfully within and between units to strengthen the performance of NCHADS.
- To ensure regular, punctual and full-time attendance to duties during official working hours.

- To strive all times to assist NCHADS to attain the highest levels of accuracy and honesty in all its activities.
- To draw the attention of the B-IACM team Technical Bureau immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the unit.
- To undertake any other duties assigned by the Director of NCHADS and/or by the Chief of Technical Bureau.

#### QUALIFICATION

1. University degree in health related field
2. Demonstrated interest in Public Health
3. Knowledge of HIV/AIDS Prevention and care
4. Good Team work, problem solving skill, facilitation and communication skills
5. Experience in working within Cambodia's Ministry of Health programs
6. At least five years professional experience in HIV related field including organizing meetings, workshops and training.
7. Computer skills: Word, Excel, PowerPoint
8. Proficiency in written and spoken English

- 3. Position : Software Programing Assistant (01 Post)**  
**Location : NCHADS, Phnom Penh**  
**Accountable/ Report to: Chief of Data Management Unit**

Job Summary: to assist Data Management Unit (DMU) in setting up a comprehensive database that allows users to capture and save information across various units and functions, and facilitates understanding and use of the data.

#### SPECIFIC RESPONSIBILITIES:

- Assist in analyzing IT and software needs of each unit (care and treatment, logistics, STI, VCCT)
- Assist in programming tools to collect required information
- Assist in establishing and linking databases to save gathered information and present it in user-friendly formats that facilitate understanding and use of the data.
- Assist in maintaining and updating databases, dashboards, and other tools.
- Assist in creating and maintaining software documentation

#### GENERAL RESPONSIBILITIES

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

#### REQUIREMENT:

1. Bachelor degree Computer Science

2. Experienced in developing and use of applications based on Open Source technology (PHP, MySQL, JavaScript, CSS, PHP Framework, HTML, JQuery, Bootstrap)
3. Adequate knowledge of relational database systems, Object Oriented Programming and web application development.
4. Aggressive problem diagnosis and creative problem solving skills
5. Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and techniques.
6. Proven working experience in web programming
7. At least two years of experience with web application developer
8. Ability to conduct multiple tasks and effectiveness in high-pressure situations
9. Ability to absorb and synthesize a broad range of information
10. Fluent written and spoken English

**4. Position : Case Management Assistant (03 Positions)**

**Location : OD-Dangkor, Phnom Penh (01 Post),  
OD-Sotnikum, Siem Reap (01 Post)  
OD-Poipet, Banteaymeanchey (01 Post)**

**Accountable/ Report to: Provincial HIV/STI Program Managers, HIV case Management Coordinator and 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 and new Syphilis Cases**

- Receive information about clients with HIV and/or Syphilis finger prick test reactive from all HIV Testing Service (HTS) sites.
- Communicate with all HTS providers to obtain information about new clients with a first reactive rapid test.
- Facilitated referral those clients to HTS-ART sites and/or Family Health Clinic (STI clinic) for confirmatory testing.
- Ensure successful referral for all clients who have finger prick test reactive received confirmatory test at HTS-ART sties and/or FHC settings.
- Track final results of HIV confirmatory test from HTS-ART counselor and/or Syphilis confirmatory test at FHC STI provider for individual client.
- Track every HIV-Exposed Infants (HEIs) who born from HIV-positive mothers for HIV testing (at birth, at 6weeks, at six week after stopped breastfeeding for Polymerase Chain Reaction (PCR) test and at 18months or above for final antibody test.
- Track and refer individual HEI who had HIV-confirmed positive to enroll at Pediatric AIDS Care (PAC).

##### **2. Assist in ensuring adherence and retention in care of HIV and Syphilis infected patients including pregnant women:**

- Follow up with HIV-positive Infants to ensure the promptly initiated ART at PAC site.
- Ensure that all clients with newly HIV-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 at both ART clinic and FHC.

- Work with Community Action Worker (CAW); Community Action Counselor (CAC) Facility Based Worker (FBW), data officers, 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.
- Track every Syphilis-mothers for her Syphilis treatment as well as Exposed Infants (SEIs) who born from Syphilis-positive mothers for treatment at Maternity and at Family Health Clinic.

### **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 correctly and consistently.
- Record all related patient's filings and related records during the following-up period particularly HIV-positive pregnant women and their HEIS as well as Syphilis-positive mothers and SEIs.
- Make sure that all patients' record and files are up-to-date

### **4. Providing Feedbacks and reporting**

- Provide regular report at least weekly on HIV and/or Syphilis new cases identified reactive and positives and the results of referrals and follow up to HIV case management coordinator (CMC).
- Assist CMC in preparing report, and help produce results of those identified new cases and the follow up story.
- Report and feedback monthly those new identified cases and the results of tracking those patients at HTS-ART, ART, maternity, PAC and FHC.
- Assist HIV data officer in collecting and reporting data regarding treatment as prevention (TasP); Partners Notification Tracking and Testing (PNTT) and HIV-positive pregnant and lactating women and their HEIS as well as Syphilis-positive mothers and their SEIs.

### **GENERAL RESPONSIBILITIES**

- To work with due diligence in carrying out the tasks of the position.
- To ensure regular, punctual and full-time attendance to duties during official working hours.
- To strive all times to assist OD attain the highest levels of accuracy and honesty in all its activities.
- To draw the attention of 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.
- To undertake any other duties assigned by 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

- 5. Position : Data Entry Officer**  
**Location : Pre ART/ART Clinic of Siem Reap RH, Siem Reap Province**  
**Report/ Accountable to: Provincial Data Management, PASP, Data Management Unit of NCHADS**

Job Summary: to assist with the entry of data at OI, ART service.

**SPECIFIC RESPONSIBILITIES:**

- To work as a team with the OI/ART team
- To maintain the NCHADS OI/ART data collection instruments and other instruments related to tracking and improve quality of care
- To enter and maintain data in the data management databases.
- To prepare daily, monthly, quarterly, annual and other reports based on the data management system requirement.

**REQUIRED QUALIFICATIONS**

**ESSENTIAL REQUIREMENT**

- Previous training or experience in computers (MS Office, Email, Excel, Word)
- Good interpersonal skills
- Knowledge in computer
- Residence in the concerned province

**DESIRABLE QUALIFICATION**

- Fluent written and spoken Khmer

**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 Chhroy Chanva, Phnom Penh, Cambodia  
E-mail: [nala@nchads.org](mailto:nala@nchads.org)  
Tell: 023 432 090/ 016 595969  
Website: [www.nchads.org](http://www.nchads.org)

**Applicants should clearly mark the applied position title and its location and send to the above address no later than 17:00 on June 13, 2018**