



Announcement Urgent



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** : Accountant for PASP (02 Positions)
- Location** : Phnom Penh Municipal Health Department (01 Post),
: Siem Reap Provincial Health Department (01 Post)
- Accountable/ Report to:** The Accountant will be supervised by PASP Manager and report to PASP and Director of Phnom Penh Municipal/Provincial Health Department.
- Salary Expectation** : \$300.00/Month based on qualification

Job Summary: Manage budget received from NCHADS for implementation project activities. Coordinate with Provincial AIDS Supporting Program (PASP) in developing project proposal, maintain accounting record, and prepare financial report and replenishment request to grantee (NCHADS).

SPECIFIC RESPONSIBILITIES:

The Accountant will be supervised by PASP Manager and report to PASP and Director of Phnom Penh Municipal/Provincial Health Department. He/She will be responsible as the following:

- Keeping the Project Accounting files updated regularly in accordance with the US CDC - NCHADS accounting procedures.
- Maintain project bank account and petty cash account
- Verify supporting documents of expenditure and make payment to project staff, suppliers, contractors.
- Prepare monthly petty cash and bank reconciliation.
- Prepare financial report (monthly, quarterly) for internal control and submit to Grantee (NCHADS).
- Prepare monthly fund request for replenishment to grantee.
- Maintain project assets and inventories list.
- Coordinate work with auditor.
- Any other duties assigned by PASP Manager and director of PHD/ PPHPHD.

GENERAL RESPONSIBILITIES

- To work with due diligence in carrying out the tasks of the position.
- To cooperate helpfully within and between sections, districts, health centers to strengthen the performance of PPMHD.
- To ensure regular, punctual and full-time attendance duties during official working hours.
- To strive all times to assist the sections, districts, health centers attain the highest level of accuracy and honesty in all its activities.
- To draw the attention of the PASP immediately to any irregularity or other matters of significance affecting the efficient and honest functioning of the unit.
- To undertake any other duties assigned by the PASP and Director of PMHD/Siem Reap PHD.

REQUIREMENT AND QUALIFICATION

ESSENTIAL REQUIREMENT:

1. At least one years of work experience in the field of accounting,
2. Have experience with Government Institution is an asset,
3. Bachelor's Degree in Accountancy or related field,
4. Accountancy Certification from an accredited financial/Accounting institute.
5. Good in written and spoken English and Khmer.
6. Computer literacy; fully competent in MS word, Excel programs, Accounting software Quick books pro or Quick Premier.
7. Good interpersonal skills
8. Residence in the concerned province is advantage

Interested individuals are encouraged to apply by e-mail or submitting a copy of up-to-dated 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
 Tell: 023 432 090/ 016 595969/012334594
 Website: www.nchads.org

Or

Phnom Penh Municipal HIV/AIDS-STI Program (PASP) Office of Phnom Penh Municipal Health
 Department
 Address: Road Ouknha Tryheng, Phum Chres, Sangkat Kok Khleang, Khan Sensok
 Phnom Penh, Cambodia
 E-mail: ssowathtevy@yahoo.com
 Tell: 012 219653

Or

Provincial HIV/AIDS Support Program Office of Siem Reap Provincial Health Department
 Address: Phum Ounndong, Sagkat Slarkram, Krong Siem Reap, Siem Reap Province
 E-mail: oeunsaem@yahoo.com
 Tell: 012858186

Applicants should clearly mark the applied position title and its location and send to the above address no later than 17:00 on December 12, 2018.