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FUNCTIONAL TASK ANALYSIS

of the

National Centre for HIV/AIDS, Dermatology and STD
(NCHADS)

Ministry of Health

October 2005

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1. Purpose of the document

This document is an update of the Functional Task Analysis produced in December 2003 as the result of a process of functional analysis conducted amongst the staff of the National Centre for HIV/AIDS, Dermatology and STD (NCHADS). That exercise was undertaken to up-date the Functional Task Analysis (FTA), initially undertaken by NCHADS in 2000, as part of the development of the NCHADS Strategic Plan for HIV/AIDS and STD Prevention and Care 2001-2005. The purpose of the exercise was to contribute to the management strengthening being undertaken in NCHADS; it also contributed to aligning NCHADS Strategic Plan with the Health Sector Strategic Plan 2003-2007, and to the introduction of performance based salary incentive (PBSIs).

This update reflects and includes the following:

- Strengthened decentralization of the NCHADS programme to Provincial and OD level;
- Increased emphasis on expanded access to treatment and care for PLHA through the introduction of OI and ART;
- Re-structuring of NCHADS' Units to respond to the demands of the expanded treatment and care programme, changes in the delivery of the prevention programme, and the increased demands for improved data management.

2. Introduction

The National Centre for HIV/AIDS Dermatology and STDs (NCHADS) was established in 1998 following the amalgamation of the National Aids Programme (NAP) and the National STD and Dermatology Clinic. Since then, its primary purpose has been to respond to the HIV/AIDS epidemic through the implementation of HIV/AIDS Strategic Plans.

From its inception, the Centre has worked consistently to develop its internal management arrangements to improve performance. As part of that process, at its inception in 1998, a formal structure, detailed Terms of Reference for each unit of this structure, and individual job descriptions for each staff member were prepared. To respond to the development of the centre and its Work Programme, and the specifically the development of the Strategic Plan for HIV/AIDS and STD Prevention and Care 2001-2005, a functional analysis of the activities of staff in the Centre was

carried out in 2000. That assisted in clarifying roles and responsibilities existing at that time and detailed the focus of activity of each of the central service units.

Since 2001, there have been further developments within the Centre, such as the addition of a clinical research component, a major strengthening of the Finance Unit, and significant changes in funding sources and patterns, with substantial funds from ADB, CDC-GAP, DFID, EU, World Bank, the Global Fund and UNSW being managed directly by NCHADS, and disbursed to provinces for implementation. In addition, NCHADS works in partnership with a number of institutions and organizations, such as CHAI, ITM, and over 80 international and local NGOs.

A Mid Term Assessment of the NCHADS Strategic Plan in 2003 also led to review and up-dating of NCHADS' functions, structure and programme, and to the review, up-dating and re-alignment of the NCHADS Strategic Plan. Following this NCHADS has concentrated on strengthening decentralization of the programme to Provincial and OD level, with increased emphasis on expanded access to treatment and care for PLHA through the introduction of OI and ART, and closer collaboration and comprehensive planning with partners. As a result, the NCHADS Annual Comprehensive Work Plan now includes the inputs of most partners, and is integrated at both central and provincial level into the Ministry of Health Annual Operational Plan (AOP) process and outcome. In addition, a PBSI scheme now covers all NCHADS staff and substantial number of provincial and OD staff.

All this had required a re-structuring of NCHADS' Units to respond to the demands of the expanded treatment and care programme and changes in the delivery of the prevention programme, and the increased demands for improved data management. As a result, NCHADS has undertaken this up-date of its Functional Task Analysis (FTA).

3. The Functional Analysis Process

The following activities have been undertaken as part of the functional analysis up-date process:

- An appraisal of the original functional task analysis completed in 2003
- A revision of the NCHADS organogram
- A workshop to discuss structure, job descriptions and performance criteria
- Review of the job descriptions of Centre and Provincial staff
- Up-dating of this report of the functional task analysis.

In addition, separate reviews and analyses have been made of:

- The performance of the PBSI scheme in NCHADS
- Norms for facilitation, supervision, monitoring and evaluation in NCHADS
- Standardization of NCHADS Standard Operating Procedures (SOP).

4. NCHADS mission statement

NCHADS has defined its mission statement as follows:

The **National Centre for HIV/AIDS, Dermatology and STD Control (NCHADS)** is the focal point within the Ministry of Health with lead responsibility for recommending and implementing policies and strategies for the health sector response to the HIV epidemic. Through the provision of effective health services, it works to:

- reduce the risk of exposure to STD and HIV/AIDS,
- reduce the risk of transmission of STD and HIV/AIDS, and
- provide care and support for those infected.

5. The overall function of NCHADS

The National Centre for HIV/AIDS, Dermatology and STD Control is an operational unit of the Ministry of Health. It provides health sector policy development for HIV/AIDS and STDs, programme management, provincial support, coordination with other partners in the health sector, guideline development for HIV/AIDS components, national health sector plan evaluation and dissemination of epidemiology, behaviour and effective STD/HIV/AIDS prevention and care information. It conforms to the coordinating strategy of the National Aids Authority (NAA) and works in partnership with other Government Ministries, Donor Bodies and Provincial Health Departments. The Centre manages the disbursement of programme and government funds according to previously approved work plans, under its Strategic Plan. Subsequently, it monitors and reviews progress against those plans, taking action to achieve conformance where necessary. Additionally, NCHADS has responsibility for the management of the National Dermatology and STD Clinic.

6. The Structure of NCHADS

The organisational structure of the Centre, which reflects its mission, is detailed in the organogram at Annex 1. Below the Director, who heads the Centre, the structure complies with Ministry of Health practice by dividing into a Technical Bureau and an Administration and Finance Bureau. The former undertakes the technical and service delivery related responsibilities of the Centre whilst the latter provides financial control and conducts administrative processes, including logistics and procurement.

As the organogram shows, the principal functions of the Technical Bureau are assigned to seven (7) Units. Each has specific Terms of Reference (see Annex 2: these should be read in conjunction with the organogram), and a discrete responsibility which is translated on a quarterly and annual basis into a Unit Work Plan. The Technical Bureau, through the Planning, Resource Management and Coordination and Monitoring, Reporting and Evaluation Units is responsible for setting out the guidelines for preparation of individual unit plans, and allocation of funds from various sources for their implementation. These are then drawn together into a unified whole and overseen to completion. In the same way, each province develops Annual and Quarterly Work Plans, and funds are allocated for them. As a general principle, the work of units is designed to support the delegation of responsibility to Provinces and ODs rather than consolidate responsibility at the centre.

The Finance Unit within the Administration and Finance Bureau has an unusually demanding remit. The levels of international support for HIV/AIDS programmes now results in some eight separate streams of donor funding to be accounted for, in addition to Government allocations. Not only do these have to be disbursed across twenty-four provinces, but also this and the associated reporting procedures must often be undertaken according to differing protocols for each donor. The functional analysis has identified significant and growing demands on the accounting unit and in consequence provision has been made to strengthen it. All funds are now tracked through a single, computerized, integrated accounting software package.

7. Lines of accountability

The functional analysis has provided an opportunity to sharpen the lines of accountability between tiers in the structure. Each job description now includes a statement indicating to whom and for whom the post holder is accountable. It will now be more straightforward to determine where responsibility lies, though this innovation may require further management development amongst staff to realize the full benefit of this clarity.

8. Job descriptions

The functional analysis has made it possible to prepare job descriptions for all members of staff (Annex 3). Their introduction has been an innovative activity resulting in much debate about their form and content. Previously, responsibilities had been assigned in writing, but contained in a general document. This practice will now be superseded by the introduction of the new job descriptions annexed to this paper. These will also be used for the APWs (Agreements to Perform Work), which will be signed as the accountability tool for the PBSI (see below).

Whilst it has been possible to prepare initial job descriptions, it is important that these are not seen as static and unchanging – they reflect the current situation and needs of the programme. The job descriptions are essential to effective and efficient functioning of NCHADS, and clear management control. They will also enable the introduction of PBSIs,. However, the work of the Centre is changing progressively. For example, there is a predictable shift from prevention to care, which is already causing a change of emphasis within the work of NCHADS. Because of this and also the innovative nature of job descriptions within NCHADS, it is proposed that these first versions will be reviewed and adjusted as necessary within the next twelve months. If required, this will also provide an opportunity to tune the linked performance criteria. Apart from this scheduled review, all job descriptions include reference to the need for post holders to accept a revision of duties, as circumstances require. This reflects recognition within NCHADS of the need for ongoing improvement in the effective use of human resources.

Job descriptions of provincial staff have also been prepared; these reflect NCHADS' requirements only, however, and are thus subject to the managerial responsibility of Provincial Health Departments. It is expected that these will be reviewed and updated as similar Functional Analyses are conducted at provincial level. For the purposes of the introduction of PBSI in the HIV/AIDS programme, these are considered adequate in the first instance.

9. Number of staff

Annex 4 details the number of posts and positions currently required at NCHADS headquarters (the establishment figure) and the number of staff in position with the names of the present incumbents. 'Post' is a set of tasks defined by a job description; 'Position' is the assignment of a person to do that job by MoH; some units have several positions for a single post, where the tasks to be done require it. These figures exclude the posts in the Research Unit which is still being created. The Annex suggests that the establishment should be seventy-five (75) positions against forty (41) posts; whilst there are sixty-two (62) positions now filled. Reconciling the establishment with the number of people in post is complicated by the absence of some seventeen (17) staff on long term study leave or leave of absence; though this figure varies as individuals depart and return; some indeed may not return. If these all absentees were added to the in position figure, then the deficiency in staff numbers would be made up. Since others will go, when these return, however, there are still gaps to be made up, of which the most urgent to recruit are in the Finance Unit, where a number of contract staff are currently working. There are also other variables to take into account in assessing the current position, such as the presence of Technical Advisers and externally funded programme implementation officer (e.g. ADB.) These complexities make it difficult to arrive at a precise establishment figure. Despite this, the Annex provides a 'best possible' assessment of need for the immediate future. The evolving pattern of work at NCHADS, referred to elsewhere, may yet require subsequent adjustments to either number of staff required or their deployment within the Centre. The proposed review of job descriptions within twelve months will provide a suitable opportunity to make a further assessment of number of posts then required.

The Provincial Planning Tool (attached separately), similarly reflects flexibility and variation in the numbers of staff engaged at any time in the programme at provincial level, depending on the extent, coverage and demand for services in the various ODs of each province. It describes a series of 'modular' provincial level work teams (eg in the PAO itself, in a special STD clinic, in a VCCT, etc). The Tool has been designed to ensure that these variations in staff working on the programme, and for example to be covered by the PBSI, can be adjusted easily and regularly, and according to the commitments and contributions of other donors.

10. Provincial AIDS Offices

The Provincial AIDS Office (PAO) is a sub-unit within the Disease Control Unit, under the Technical Bureau, in the Provincial Health Department.

The PAO has responsibility for planning, managing, coordinating and reporting for the implementation of the HIV/AIDS and STI programme, under the overall policy, strategy and coordination of NCHADS. The PAO is responsible for managing, disbursing and accounting for funds released from NCHADS for implementation. In addition, the PAO manages IEC, the CUMEC, the POT, the special STI clinics and Voluntary Confidential Counselling and Testing (VCCT) services in the provincial town; and supports ODs for all other activities.

At provincial level staff are divided by decentralised activities into management, and implementation (clinical and OD) staff. The numbers of staff working on the programme in any province depends on the numbers of services (targeted STI clinics, VCCT, Continuum of Care) provided under the Provincial AIDS Office, the number and risk assessment levels of Operational Districts in the province (High Risk ODs and Low Risk ODs) and the extent of coverage of activities.

These variations reflect the shift in emphasis of NCHADS' strategy, in response to the changing epidemiological dynamic of the HIV/AIDS epidemic: primarily the need to continue established prevention efforts, while gearing up to respond to a vastly increased burden of care. Essentially the OD staff are responsible for implementation, the PAO/PHD staff for local strategy and management, coordination, planning, disbursement & accounting, and NCHADS for policy, guidelines, support, coordination, resource allocation and audit.

11. Performance Based Salary Incentives (PBSI)

Part of the DFID, and also the Global Fund, EU and on-going ADB and CDC funding of NCHADS, is earmarked for a system of performance based salary incentives (PBSIs) designed to promote improvements in service delivery. These will be achieved by making the salary incentives available to staff engaged in programme management in NCHADS as well as to certain managerial and service delivery staff at provincial level. Staff providing patient care who have access to official incentives generated by user fees are not included. The DFID sponsored PBSI scheme gives recognition to the importance of staff performance at all levels and provides a practical means of encouraging its improvement. NCHADS already has considerable experience of schemes of this kind, having managed the Asian Development Bank (ADB) funded programme that included similar provision, though for limited staff in only four provinces, and not for NCHADS central staff. To a substantial degree the DFID programme will draw on that experience and the procedures that have been developed for its management. As part of the preparatory process, NCHADS has undertaken to update the original functional analysis to reflect current roles and responsibilities and to verify the basis on which the incentive pay scheme can be introduced.

Apart from rewarding Centre staff, the full PBSI scheme, will extend to staff in the Provinces, in the Provincial AIDS Office (PAO), in the special STD clinics, and in the Voluntary Testing and Counseling Centres and Operational Districts. The staff of the Centre are under the direct managerial responsibility of the Centre, and therefore the analysis has included the greatest detail for these staff. Staff in the PAO are members of the Provincial Health Departments, and under the managerial responsibility of that Department. The analysis for these posts has therefore been less detailed, and will require regular review and updating as the extent of provincial implementation increases.

Funding from other sources for incentives for particular staff or functions, will be gradually absorbed into this scheme. This will avoid overlap or duplication, and ensure consistency and standardization. The outcome of the functional analysis reported in this document, now provides the basis upon which formal approval to proceed with the PBSI scheme can be sought.

12. Evolving strategies for HIV/AIDS and other changes of emphasis affecting NCHADS management arrangements

This functional analysis reflects the presenting situation within NCHADS. It does not attempt to take account of any future changes in strategy required by shifts in the pattern disease or the responses to it, such as the growing emphasis on the continuum of care. However, some structural adjustments have been included in response to the Mid Term Assessment of the NCHADS Strategic Plan, the on-going review and revision of this Strategy, and specifically the need for a stronger monitoring and evaluation capacity.

The work of NCHADS combines the need for stability to enable adherence to programme work plans and the requirement to be flexible in response to changing circumstances. This means that appraisals of and adjustments to structure are likely to be required on a regular basis as part of the Centre's proactive management style.

ANNEX 1: TERMS OF REFERENCE FOR NCHADS UNITS AND PROVINCIAL AIDS OFFICES

1. OFFICE OF THE DIRECTOR

Representation

- To provide administrative, policy and institutional leadership to the NCHADS.
- To represent the NCHADS in all formal interactions within the Ministry of Health and other Ministries.
- To represent the NCHADS in all formal interactions with donors, national and international agencies and associations.

Policy, Strategy & Plan Formulation

- To develop the overall Policies, Strategic Goals and Plans of the NCHADS.
- To guide and supervise each unit in the development of its strategic goals and the plans to achieve these goals.
- To guide and supervise all units to develop and get national consensus on appropriate Policies in the various areas related to the HIV/AIDS epidemic and STDs.

Coordination and Resource Mobilization

- To liaise and coordinate with other parts of the Ministry of Health, other Ministries and Government Departments, local and international NGOs, and donor and other agencies working in the field of HIV/AIDS and STDs to ensure effective collaboration and coordination.
- To establish regular mechanisms (meetings reviews, evaluations, etc) to ensure coordination of all partners.
- To develop long-term resource mobilization plans and work on them with donor agencies and others.

Management

- To ensure that effective and efficient management structures are established and function within the NCHADS, and particularly the coordination of the activities of the Technical and Administrative Bureaux.
- To ensure the timely submission of workplans, budgets and reports on the activities of the NCHADS.

2. TECHNICAL BUREAU

- To determine and provide guidelines and frameworks for planning and implementation of NCHADS activities and programmes.
- To coordinate with all Units and the Administration and Finance Bureau of NCHADS, Provinces, and other institutions and agencies within and outside the MoH to ensure timely implementation of activities
- To direct, coordinate and supervise Planning, Resource Management and Coordination, Monitoring, Reporting and Evaluation for NCHADS
- To ensure that NCHADS' programmes are in line with approved technical guidelines and meet appropriate quality standards.

3. PLANNING, COORDINATION, MONITORING AND REPORTING UNIT

- To coordinate the development of the MoH Strategic Plan for HIV/AIDS Prevention and Care
- To set annual targets and priorities for implementation that help achieve the goals stipulated in the Strategic Plan
- To develop, manage and from time to time review , planning procedures, formats and processes for NCHADS
- To coordinate the preparation of Annual (and Quarterly) Comprehensive Operational Plans to achieve these targets.
- To identify, allocate and track appropriate resources for the implementation of operational plans
- To coordinate with other institutions/agencies and partners to achieve the goals set forth in the Plan and to avoid overlapping of activities
- To coordinate the preparation of Annual Letters of Agreement (LoA) between NCHADS and provincial HAMTs
- To develop, manage, and review from time to time, the Monitoring and Reporting system of NCHADS
- To collaborate with other NCHADS Units in setting relevant indicators for monitoring the implementation of activities
- To prepare regular (Quarterly and Annual) NCHADS Reports of the implementation of programme activities conducted by NCHADS and Provinces – based on the data generated by Units, provinces and the Data management Unit
- To provide technical assistance to the provincial level and other institutions and agencies in planning, coordination, monitoring and reporting on the implementation of programme activities.
- To collaborate with the other Units of NCHADS to coordinate the development of Standardized Operational Procedures, Policies, Strategies and Guidelines for implementation of NCHADS Programme activities
- To support the PAB in administering the NCHADS PBSI scheme, including, maintaining the NCHADS and Provincial PBSI databases, and preparing PBSI APWs annually for all NCHADS and provincial staff receiving PBSI.

4. BCC UNIT

- To identify the needs for BCC/IEC for HIV/AIDS and STDs and design appropriate responses
- To develop, and review from time to time, strategies and guidelines for use of IEC materials, outreach, peer education and the 100% condom use programme
- To coordinate through relevant mechanisms, with other partners in conducting research, message development, production of IEC and BCC materials, and implementation of IEC and BCC interventions and the 100% condom use programme
- To ensure condom availability through out the country

- To monitor on a regular basis the use of IEC materials, and coverage of BCC interventions and target populations, based on the NCHADS M&E system
- To provide technical assistance to other partners in designing and implementing BCC interventions for HIV/AIDS and STD

5. STD UNIT

- To develop national policies, strategies and guidelines for implementation of STI services in Cambodia
- To coordinate with institutions within and outside the Ministry of Health through different mechanisms in the development of appropriate STI services that focus on both high risk and low risk situations
- To develop and expand appropriate and accessible services targeted at high risk populations, including sex workers
- To develop national training curricula, materials and guidelines for STI services in the public sector, and conducted by partners (??)
- To coordinate, and where necessary plan and organize, training for STI services in the public sector to ensure all training is based on approved national curricula.
- To identify the needs, and ensure availability of the drugs, equipment, reagents and consumables for STI prevention and care in the public sector
- To monitor the quality of STI prevention and care through the NCHADS M & E system and the Ministry of Health
- To collaborate with relevant institutions in conducting regular STI Sentinel Surveillance, and operational research
- To provide technical assistance to provinces and other organizations and agencies in improving access to STI services.

6. AIDS CARE UNIT

- To develop and disseminate policies, strategies, practical frameworks and guidelines for the implementation of the Continuum of Care in Cambodia
- To plan for, coordinate and supervise the appropriate scaling-up and expansion of CoC and OI/ART services
- To identify the needs, and ensure availability of, drugs (OI and ARV), equipment, reagents and consumables for CoC
- To monitor, evaluate and report on the different CoC components using the NCHADS M & E system, to improve the quality of care and services
- To provide technical assistance to other institutions/agencies in implementing and scaling up the CoC services
- To coordinate through appropriate mechanisms with other institutions/agencies in implementing CoC services to ensure effective allocation of resources for expanding CoC within the health system
- To facilitate and ensure capacity building of health staff in HIV/AIDS care
- To assist, as necessary, pilot sites in implementing the use of ART.

7. VCCT & LABORATORY SERVICES UNIT

- To develop and disseminate policies, strategies, practical frameworks and guidelines for the implementation of VCCT services within the Continuum of Care in Cambodia
- To plan for, coordinate and supervise the appropriate scaling-up and expansion of VCCT services
- To identify the needs, and ensure availability of equipment, reagents and consumables for VCCT services
- To monitor, evaluate and report on VCCT services using the NCHADS M & E system, to improve the quality of services
- To provide technical assistance to other institutions/agencies in implementing and scaling up VCCT services
- To coordinate through appropriate mechanisms with other institutions/agencies in implementing VCCT services to ensure effective allocation of resources for expanding VCCT within the health system
- To facilitate and ensure capacity building of health staff in VCCT services.

8. SURVEILLANCE UNIT

- To develop a national surveillance system, and appropriate strategies and protocols for its implementation
- To ensure that data are collected using the established system
- To disseminate data and make them widely available
- To work closely with the MR&E Unit to make sure that surveillance data are fed into the MR&E system, and back into NCHADS units, and used for planning and programming
- To collaborate with other Units of NCHADS and donor agencies in conducting regular surveillance activities as required.

9. RESEARCH UNIT

- To identify HIV/AIDS and STDs related research that will improve HIV/AIDS prevention and care interventions in Cambodia
- To collaborate through appropriate mechanisms with other institutions in the development and conduct of HIV/AIDS and STDs related research
- To collaborate with the National Ethics Committee to ensure that current and future HIV/AIDS, STDs related research conducted by the National Center for HIV/AIDS, Dermatology and STDs is conducted in accordance with ethical principals
- To build the capacity of research teams at the National Center for HIV/AIDS, Dermatology and STDs
- To work closely with the MR&E and Surveillance Units to ensure that research is designed in accordance with the updated HIV/AIDS epidemic situation in Cambodia.
- To disseminate research results and encourage their incorporation into design of interventions

10. DATA MANAGEMENT UNIT

- To be responsible for collecting, managing and storing all client/patient and routine service provision data from OI, ART, STI and VCCT services in appropriate data bases.
- To collaborate with concerned Units to review, design or update data collection and recording formats.
- To work with provinces to strengthen data collection and transfer systems.
- To collaborate with the Surveillance and Research Units in analyzing these data, and presenting them in appropriate reports and formats.
- To be responsible for providing timely feedback to the concerned Units on OI, ART, STI and VCCT data, with particular attention to supporting quantification and forecasting of requirements for drugs and supplies.
- To collaborate with the MR&E Unit to ensure that these service and client/patient data are included appropriately in NCHADS Monthly, Quarterly and Annual Reports.
- To support all NCHADS Units in using the data and analyses to strengthen programme design and implementation.
- To provide training on data management to staff responsible for these data in all provinces.

11. LOGISTICS MANAGEMENT UNIT

- To develop a national quantification system for all required items related to HIV/AIDS care and treatment (antiretroviral (ARV) and opportunistic infection (OI) medications, CD 4 and VCCT reagents, consumables, equipment) and the care and treatment of sexually transmitted infections (STI - medications, reagents, consumables and equipment).
- To establish quantifications for all required items related to HIV/AIDS and STI care and treatment.
- To guarantee storage under suitable conditions for all relevant supplies, in collaboration with Essential Drug Bureau (EDB) and Central Medical Stores (CMS) and other partners.
- To ensure the timely supply and distribution of all required items to all relevant sites following a distribution table for each region.
- To track all supplies received at NCHADS warehouse by source of funding.
- To collaborate with all relevant units within NCHADS and all sites and partners that form part of the NCHADS Program.
- To ensure the timely and complete receipt of reports from all relevant sites as well as timely submittal of reports to the Director of NCHADS.
- To establish a well functioning inventory system that will ensure the avoidance of stock outs and expiry of stock.
- To establish a quality control system for receipt and acceptance of new stock.
- To supervise the rational storage and distribution of HIV and STI related supplies at NCHADS and all relevant sites (via periodic Monitoring and Evaluation visits).
- To build human resource capacity at the provincial, referral hospital and operational district level by training, monitoring and supervision.

ADMINISTRATION AND FINANCE BUREAU

To manage the Administrative services of NCHADS, through the Administration, Finance and Logistics Units, providing guidance, supervision and assessment of their activities and performance.

12. ADMINISTRATION UNIT

- To keep administrative records of NCHADS
- To ensure that the communication between NCHADS and other institutions is done in a timely and appropriate manner
- To maintain NCHADS' building, equipment and vehicles.
- To support implementation of NCHADS' activities through facilitating transportation, mission orders and other administrative matters.
- To manage personnel matters, including staff reports, determination and payment of salaries, recruitment and promotion.
- To monitor staff attendance
- To be responsible for organizing and managing requirements for protocol and ceremonial events
- To manage the reception of guests and visitors to NCHADS
- To ensure cleanliness, safety and good hygiene of NCHADS

13. FINANCE UNIT

- To maintain comprehensive records of funds from different sources supporting implementation by NCHADS and its networks
- To develop and maintain a standardized accounting system that can be used for different requirements from donor agencies
- To ensure compliance with the operational guidelines and procedures for implementation of programme activities
- To coordinate with NCHADS Units and Provinces to ensure smooth fund flows
- To maintain reliable records for reporting and auditing purposes
- To maintain constant internal audit.
- To collaborate with the Planning and Resource Management Unit to assist the implementation of NCHADS' activities through timely procurements of goods and services as required.
- To be responsible for preparing and releasing administrative documents
- To make staff salary and other payments.

14. NATIONAL STD CLINIC FOR DERMATOLOGY AND STD UNIT MISSION

- To provide high quality STD/Dermatology, counseling and VTC services at the National Clinic out patient clinic in Phnom Penh
- To provide high quality laboratory services in support of the STD/Dermatology and VTC services at the National Clinic site in Phnom Penh

- To work with the community and NGOs, providing STI/HIV/AIDS knowledge to both the general population and high-risk groups within the National Clinic catchment area in Phnom Penh
- To promote the comprehensive STI services of the National Clinic in the community within the National Clinic catchment area in Phnom Penh
- To provide STD clinical training to medical students of the University of Health Sciences of Cambodia.
- To develop HIV/AIDS/STD-related dermatological clinical diagnosis guidelines
- To conduct clinical research on HIV/AIDS/STD-related dermatological problems
- To provide reports to the Director of NCHADS.

PROVINCES and OPERATIONAL DISTRICTS

15. HIV/AIDS MANAGEMENT TEAM (HAMT)

- To ensure that Annual and Quarterly HIV/AIDS and STI Work Plans are prepared and submitted to NCHADS for approval within the framework of the MoH AOP.
- To ensure the timely flow of funds as specified in approved Work Plans.
- To ensure the quality of provincial level training activities for HIV/AIDS and STI.
- To supervise HIV/AIDS and STI activities to ensure quality control.
- To monitor all HIV/AIDS and STI activities, including Continuum of Care activities.
- To ensure the Quarterly and Annual Reports are prepared and submitted to NCHADS.
- To ensure that regular monthly replenishments of the **HAMT** Account are made.
- To ensure that accounts are satisfactorily maintained.
- To identify NGOs for possible collaboration, and arrange such collaboration.
- To ensure the increasing accessibility of HIV/AIDS and STI services in response to needs.
- To ensure that all ODs have operational Continuum of Care Coordination Committees
- To ensure that all Referral Hospitals have functioning Continuum of Care Coordinating Committees.

16. PROVINCIAL AIDS OFFICES

- To set annual targets and priorities for implementation within the province, that help achieve the goals stipulated in the Strategic Plan
- To coordinate the preparation of operational plans for all ODs and the PHD to achieve these targets within the framework of the MoH AOP.
- To prepare Annual, Quarterly and Monthly Reports for the province.
- To identify needs and opportunities for IEC/BCC in the province.
- To conduct general IEC/BCC activities according to needs and opportunities.
- To conduct specific IEC/BCC events in the province (eg World AIDS Day).

- To establish, maintain and support the Provincial Outreach Team and its activities.
- To establish, maintain and support the 100% Condom Use mechanisms and interventions: CUCC, CUWG, etc
- To ensure regular condom supply in the province, including collaborating and liaising with social marketing activities, and arranging availability of condoms for free distribution in STI and VCCT services.
- To establish, maintain and support special STI clinics targeted at high risk groups.
- To support the integration of STI management in MPA activities at Health Centres.
- To establish, maintain and support a Continuum of Care for PLWHA within ODs.
- To establish, maintain and support appropriate AIDS Care in institutional settings in the health facilities in the ODs in the province, including Universal Precautions.
- To establish, maintain and support Voluntary Confidential Counselling and Testing (VCCT) services in the province.
- To support the establishment and maintenance of MMMs at Referral Hospitals.
- To provide technical assistance to ODs that implement HIV/AIDS and STI programme activities.
- To monitor and supervise HIV/AIDS and STI programme activities in the province.
- To participate under NCHADS supervision, in the collection of data for the National Sentinel Surveillance System (HSS, BSS, SSS).

17. STI SPECIAL CLINIC

- To provide high quality STI services according to approved National Policies, Guidelines and Standard Operating Procedures.
- To provide appropriate health education and counseling to clients attending the clinic, maintaining appropriate medical confidentiality.
- To diagnose and treat clients using the protocols, laboratory tests, drugs, equipment and consumables provided by NCHADS, using standard procedures for the comfort for the clients and universal precautions.
- To ensure the laboratory test results are accurate and reliable.
- To ensure that clinic and lab conditions (electricity, a/c, other) are maintained appropriately to support the work and ensure the safe and proper use of the equipment.
- To determine and maintain work routines of clinic staff.
- To compile and send monthly activity reports to (OD/PAO/PHD) and NCHADS.
- To manage stock, and reordering of drugs and consumables for the clinic.
- To report any malfunction and/or abuse of equipment to NCHADS.
- To collaborate closely with the CUWG and Outreach programme within the 100% condom use framework.
- To refer clients to appropriate VCCT services, care and treatment, and other health care and supporting services.

18. VCCT SERVICE

- To provide high quality VCCT services according to approved National Policies, Guidelines and Standard Operating Procedures.
- To provide appropriate pre- and post-test counseling to clients within the Continuum of Care (CoC) framework from the referral hospital and nearby CoC sites.
- To take blood samples for testing, using standard procedures for ensuring comfort of the client and universal precautions.
- To perform HIV tests for clients using the equipment and reagents provided by NCHADS.
- To ensure the test results are accurate and reliable.
- To ensure that results are returned to sites in a timely fashion
- To ensure that strict confidentiality for the client is maintained throughout.
- To ensure that lab conditions (electricity, a/c, other) are maintained appropriately to support the work and ensure the safe and proper use of the equipment.
- To determine and maintain work routines of VCCT staff.
- To compile and send monthly activity reports to [OD and] NCHADS.
- To manage stock, and reordering of reagents, consumables for the VCCT service.
- To report any malfunction and/or abuse of equipment or reagents to NCHADS.

19. CD 4 Laboratory

- To perform CD 4 tests for PLHA receiving care and treatment within the Continuum of Care (CoC) framework from the referral hospital and nearby CoC sites (as indicated in the National CD 4 Standard Operating Procedures) using the machines and reagents provided by NCHADS.
- To ensure the test results are accurate and reliable.
- To ensure that results are sent back to sites in a timely fashion.
- To ensure that lab conditions (electricity, a/c, other) are maintained appropriately to support the work and ensure the safe and proper use of the equipment.
- To determine and maintain work routines of CD 4 lab staff.
- To develop Standard Operating Procedures for the receipt, handling and transportation of samples.
- To compile and send monthly activity consumption reports to OD and NCHADS.
- To manage stock, and reordering of reagents, consumables for the CD4 machine.
- To report any malfunction and/or abuse of equipment or reagents to NCHADS.

20. OI/ART CARE TEAM

- To plan, organize and manage OI/ART care services within the Referral Hospital as a team working within the framework of the Continuum of Care.
- To care for people living with HIV/AIDS, at the referral hospital.
- To ensure people living with HIV/AIDS are provided OI/ART care services at the Referral Hospital without stigma or discrimination and with confidentiality.

- To provide high quality clinical, laboratory, radiology and pharmacy services for the care of people living with HIV/AIDS.
- To liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.
- To provide technical assistance to other staff and departments of the Referral Hospital and organizations within the Operational District involved in the care of people living with HIV/AIDS.
- To identify and estimate the needs for drugs, equipment, reagents and consumables for the care of people living with HIV/AIDS to prevent any interruption of supplies.
- To report OI/ART care activities monthly, quarterly and annually to Operational District, provincial and national levels.

21. PAEDIATRIC CARE TEAM

- To plan, organize and manage OI/ART care services for children & adolescents within the Referral Hospital's pediatric ward as part of the OI/ART team working within the framework of the Continuum of Care.
- To care for children & adolescents living with HIV/AIDS at the Referral Hospital.
- To ensure children & adolescents living with HIV/AIDS are provided OI/ART care services at the Referral Hospital without stigma or discrimination and with confidentiality.
- To provide high quality clinical, laboratory, radiology and pharmacy services for the care of children & adolescents living with HIV/AIDS.
- To meet weekly with the OI/ART team to discuss issues related to OI/ART care and treatment.
- To liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.
- To provide technical assistance to other staff and departments of the Referral Hospital and organizations within the Operational District involved in the care of people living with HIV/AIDS.
- To identify and estimate the needs for drugs, equipment, reagents and consumables for the care of children & adolescents living with HIV/AIDS.
- To report OI/ART care activities for children to Operational District, Provincial and National levels.

ANNEX 2: NCHADS JOB DESCRIPTIONS

1. Director (D1)
2. Deputy Director (DD1)
3. Head of Technical Bureau (TB1)
4. Head of Planning, Resource Management and Programme Coordination Unit (PRM&PC1)
5. Planning Officer (PRM&PC2)
6. Planning Officer (Drugs and Medical supplies) (PRM&PC3)
7. Head of Monitoring, Reporting and Evaluation Unit (MR&E1)
8. Monitoring, Reporting and Evaluation Officer (MR&E2)
9. Head of BCC Unit (BBC1)
10. IEC for General Awareness Officer (BCC2)
11. Outreach and Peer Education Officer (BCC3)
12. 100% Condom use Programme Officer (BCC4)
13. Head of STD Unit (STD1)
14. Targeted STD Services Officer (STD2)
15. Integrated STI Services Officer (STD3)
16. Head of AIDS Care Unit (AC1)
17. Community & Home Based Care Officer (AC2)
18. Hospital Care Officer (AC3)
19. Head of VCCT Sub-Unit (VCCT1)
20. VCCT Officer (VCCT2)
21. Head of Surveillance Unit (S1)
22. HSS and SSS Officer (S2)
23. BSS Officer (S3)
24. Head of Research Unit (R1)
25. Research Officer (R2)
26. Head of Administration & Finance Bureau (AF1)
27. Head of Administration Unit (A1)
28. Office Manager
29. General Administrative Officer (A2)
30. Administration Officer – Training and Information Management
31. IT Officer
32. Personnel & Salary Management Officer (A3)
33. Messenger and Drivers' Management Officer (A4)
34. Security, Safety, Electricity and Hygiene Officer (A5)
35. Driver (A6)
36. Assets Management officer (L2)
37. Head of Logistics Unit
38. Logistics Officer (L3)
39. Data Analyst - Logistics
40. Chief of Finance Unit (F1)
41. Senior Accountant (F2)
42. Accountant (F3)
43. Accounts Assistant (F4)
44. Cashier (F5)
45. Procurement Officer (F6)
46. Procurement Assistant (F7)
47. Head of Data Management Unit
48. Data Management Officer
49. Provincial AIDS Office Manager (PAO1)
50. Provincial AIDS Office Assistant Manager (PAO2)
51. Continuum of Care Coordinator (PAO3)

52. IEC/BCC/Condom Officer (PAO4)
53. STI Officer (PAO5)
54. VCCT Officer (PAO6)
55. OD Coordinator (PAO7)
56. STI Clinic staff (PAO8)
57. VCCT staff (PAO9)
58. OI/ART care team leader (OI/ART1)
59. OI/ART care team clinician (OI/ART2)
60. OI/ART care team nurse counselor (OI/ART3)
61. OI/ART care team logistics management officer (OI/ART4)
62. OI/ART care team laboratory technician (OI/ART5)
63. OI/ART care team X-Ray technician (OI/ART6)
64. OI/ART care team Ultrasound technician (OI/ART7)
65. CD4 Lab Technician at RH

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

OFFICE OF THE DIRECTOR

JOB DESCRIPTION (D1)

Title of the post: Director, NCHADS

Accountable to: Director-General Health Services, Ministry of Health

Accountable for: Staff of NCHADS, including the National Dermatology and STD Clinic

Job Summary:

To provide leadership and have overall responsibility for NCHADS' operations, institutionally, technically and managerially.

To chair the Senior Management Team

Specific Responsibilities:

1. To provide policy, institutional and administrative leadership to the NCHADS.
2. To determine the overall Policies, Strategic Goals and Plans of the NCHADS.
3. To ensure that effective and efficient management structures are established and function within the NCHADS, and particularly to coordinate the activities of the Technical and Administrative Bureau.
4. To guide and supervise the bureaus and units in the development of their strategic goals and plans to achieve these goals.
5. To ensure all units develop and obtain national consensus on appropriate policies in the various areas related to the HIV/AIDS epidemic and STDs.
6. To represent the NCHADS in all formal interactions within the Ministry of Health and other Ministries, donors, national and international agencies and associations.
7. To liaise and coordinate with other parts of the Ministry of Health, other Ministries and Government Departments, local and international NGOs, and donor and other agencies working in the field of HIV/AIDS and STDs to ensure effective collaboration and coordination.
8. To determine long-term resource mobilization plans and work with donor agencies and others to achieve them.

General Responsibilities

1. To ensure that NCHADS functions within the administrative, technical and policy parameters of the National Health Strategic Plan 2003-2007
2. To ensure that NCHADS' Programme contributes and conforms to the National Strategic Plan for a Comprehensive Response to HIV/AIDS 2002-2006.
3. To aim constantly to improve the response of NCHADS to the AIDS epidemic.
4. To encourage and support staff with their career and skills development.
5. To maintain the highest standards of probity throughout the Centre.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

OFFICE OF THE DIRECTOR

JOB DESCRIPTION (DD1)

Title of the post: Deputy Director, NCHADS

Accountable to: Director of NCHADS

Accountable for: N/A

Job Summary:

To be a source of senior level support and assistance to the Director. To have responsibility for cross cutting issues of performance and to undertake project related activities determined by the Director. To deputise for the Director in his/her absence in accordance with authority delegated by the Director.

To be a member of the Senior Management Team, Chaired by the Director

Specific Responsibilities

1. To provide assistance to the Director in providing oversight of the Centre's operations, with special emphasis on ensuring cohesive team working across the whole organization.
2. To support the Director in looking forward strategically to assess and make plans for the role which NCHADS might play in the future to meet the changing responses required by the AIDS epidemic
3. To take the lead in managing project related activities, requiring the detailed attention of a senior staff member of staff, on projects specifically delegated by the Director.
4. To encourage and assist Heads of Bureau and Heads of Unit to identify staff development potential and to respond positively to these opportunities to strengthen the capability of the Centre in accordance with authority delegated by the Director.
5. To develop internal processes to strengthen quality assurance methodology and to work with Bureau and Unit Heads to introduce new approaches to this matter according to the delegated authority of the Director.
6. To take a lead in developing internal management training to improve performance

General Responsibilities:

1. To draw the attention of the Director NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
2. To maintain the highest standards of probity throughout the Centre.
3. To undertake any other duties assigned by the Director of NCHADS.

This job description may be modified at any time after consultation and agreement between the post holder and the Director of NCHADS.

JOB DESCRIPTION

Title of the post: Head of Technical Bureau

Accountable to: Director of NCHADS

Accountable for: Heads of Unit in the Technical Bureau; Other Technical Bureau staff

Job Summary:

To manage the Technical Bureau, ensuring it fulfills all the programme targets to which it is committed and that cohesive strategic and operational plans are prepared to guide future activity.

To be a member of the Senior Management Team, chaired by the Director.

Note: The Head of Bureau will utilize the assistance of the Heads of Technical Units, and particularly the Planning and Monitoring and Evaluation Units in fulfilling his responsibilities.

Specific Responsibilities

1. To manage the Units within the Technical Bureau, ensuring that, in turn, each is managed effectively to fulfill its assigned tasks.
2. To ensure that each unit is fully briefed on its future responsibilities and that within these parameters they produce appropriate work plans to fulfill their remit.
3. To verify respective regular unit work plans and reports to ensure that they form a cohesive whole which conforms to the targets set out in the current AIDS/STD Strategic Plan.
4. To oversee the performance of each Unit, taking steps to resolve any matter impeding the fulfillment of its activity plan.
5. To cooperate with and assist the Deputy Director in reviewing quality assurance practices and developing new approaches to quality management.
6. To oversee preparation of draft national policies for HIV/AIDS and STD Prevention and Care
7. To manage the technical inputs of all internal and external technical assistance.
8. To contribute to effective collaboration with other NCHADS units, MOH departments, Provinces, NGOs and donor agencies for HIV/AIDS and STD prevention and care
9. To draft long-term resource mobilization plans and, following approval, work on their implementation with donor agencies and others involved.

General Responsibilities

1. To encourage and support the Heads of Unit, assisting them to manage their unit effectively, and progressively to raise the quality of the work for which they are responsible.
2. To strive at all times to assist the Bureau, and the Units within it, to attain the highest levels of accuracy and honesty in all their activities
3. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit
4. To undertake any other duties assigned by the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (PRM&PC1)

JOB DESCRIPTION

Title of the post: Head of Planning, Resource Management and Programme Coordination Unit

Accountable to: Head of Technical Bureau

Accountable for: Staff of Planning, Resource Management and Programme Coordination Unit

Job Summary:

To coordinate and oversee short term operational planning and the development of longer term strategic plans in NCHADS. To provide technical support and assistance to the Head of the Technical Bureau on all planning and associated matters.

Specific Responsibilities

1. To provide Unit Heads and PAOs with guidance on the parameters within which their next round of plans should be drafted.
2. To work closely with units and provinces, and coordinate the preparation of work plans by all units and provinces, ensuring integration where more than one unit is involved.
3. To compile NCHADS unified annual and quarterly work plans based on individual unit and provincial plans.
4. To liaise with the Finance Unit on budget allocations to support the work plans.
5. To submit quarterly and annual plans for approval and to resolve any queries.
6. To communicate the approval of plans and activities to Units and Provinces.
7. To assist with the development of long-term resource mobilization plans and work with donor agencies and others to bring them about.
8. To work closely with Monitoring, Reporting and Evaluation Unit to ensure an effective the link between planning and reporting within the Technical Bureau.

General Responsibilities

1. To advise and assist unit staff with their skills and career development
2. To ensure quality and accuracy of the work of staff in the unit
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director.

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

Technical Bureau (PRM&PC2)

JOB DESCRIPTION

Title of the post: Planning Officer (2 posts)

Accountable to: Head of Planning, Resource Management and Programme Coordination Unit

Accountable for: N/A

Job Summary:

To liaise between NCHADS and Provinces and other partners on planning, implementation support and coordination issues.

Specific Responsibilities

1. To guide and follow up the preparation and status of unit and provincial annual and quarterly plans
2. To organize supervision of provincial planning and coordination activities
3. To coordinate with the NAA and PACs for provincial planning
4. To manage support for strengthening and capacity-building of PAOs (renovations, supply of equipment, training, etc)
5. To work with the Administration Bureau and its units to ensure that planned resources are available for implementation.
6. To assess needs and prepare Annual Procurement Plans, based on Annual Work Plans
7. To work with the Admin. Units to coordinate procurements, including preparing specifications, etc, as required.
8. To coordinate all external training and prepare Annual Training Plans.
9. To coordinate the development and dissemination of strategies and guidelines for each component of NCHADS Strategic Plan
10. To manage regular mechanisms (meetings reviews, evaluations, etc) to ensure coordination of all partners (other Ministries, agencies, NGOs, etc).
11. To maintain an up-to-date list of contacts, names, addresses, phone numbers, etc of partners and stakeholders.
12. To supervise and organize technical assistance to Provinces on programme management

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
3. 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.
6. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (PRM&PC3)

JOB DESCRIPTION

Title of the post: Planning Officer (Drugs and Medical Supplies)

Accountable to: Head of Planning, Resource Management and Programme Coordination Unit

Accountable for: N/A

Job Summary:

Coordination of and support for ensuring adequate provision of drugs and medical supplies.

Specific Responsibilities:

1. Assist Units to assess needs and prepare requirements, specifications, etc, as required for drugs and medical supplies.
2. Coordinate closely with MoH Central Medical Stores and Department of Food and Drugs to ensure availability of required drugs and supplies.
3. Work with Technical Units and Finance Unit to prepare technical specifications for procurements of drugs to fill gaps or shortfalls.
4. Ensure quality control, verification, registration, legitimacy, etc of all drugs procured, stored and/or distributed by NCHADS.
5. Ensure proper storage and distribution of all drugs and medical supplies handled by NCHADS.
6. Prepare distribution lists and schedules for supplies and equipment procured, and ensure prompt and effective distribution.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (MR&E1)

JOB DESCRIPTION

Title of the post: Head, Monitoring, Reporting and Evaluation Unit

Accountable to: Head of Technical Bureau

Accountable for: Staff of Monitoring, Reporting and Evaluation Unit

Job Summary:

To lead the process of designing, establishing and maintaining NCHADS' monitoring and evaluation system, and the analysis of collected data to prepare NCHADS Reports.

Specific Responsibilities

1. To lead and manage the Monitoring and Evaluation Unit, assigning and supervising the work of unit staff.
2. To establishing indicators (input, output, outcome, impact).
3. To prepare guidelines and protocols for monitoring and evaluation, passive surveillance, and data collection systems.
4. To rganise the collection, collation and coordination of data collection.
5. To work closely with the Planning, Resource Management and Programme Coordination unit to determine reporting needs, based on the monitoring and evaluation system, and various stakeholders' requirements.
6. To prepare all monitoring and evaluation reports, including NCHADS annual and monthly reports.
7. To organise regular evaluation of programme components, and occasional overall programme review and evaluation
8. To organise training on monitoring and evaluation for NCHADS and provincial staff
9. To coordinate with NCHADS Units, other agencies, and donors for monitoring and evaluation of NCHADS work.

General Responsibilities

1. To advise and assist unit staff with their skills and career development
2. To ensure quality and accuracy of the work of staff in the unit
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To cooperate constructively with other units to enable the corporate success of the work of the NCHADS
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (MR&E2)

JOB DESCRIPTION

Title of the post: Monitoring, Reporting and Evaluation Officer (2 posts)

Accountable to: Head, Monitoring, Reporting and Evaluation Unit

Accountable for: N/A

Job Summary:

To assist with the design and maintenance of data collection instruments for the monitoring and evaluation system and to use these to assemble data. To analyse the data to convert it into information to inform the monitoring and evaluation process through published reports and other means.

Specific Responsibilities

1. To design data collection instruments, based on indicators
2. To work closely with NCHADS Units, provinces and other partners to ensure collection and submission of data required for the M&E system.
3. To compile, enter and maintain data
4. To work with NCHADS Units etc to analyse data
5. To prepare monthly, quarterly, annual and other reports based on the M&E system
6. To participate in evaluation studies and activities as assigned by Head of Unit

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post-holder, the Head of the Administrative Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (BCC1)

JOB DESCRIPTION

Title of the post: Head of Behavioural Change and Communication (BCC) Unit

Accountable to: Head of Technical Bureau

Accountable for: All BCC Unit staff

Job Summary:

To be responsible for planning, managing and coordinating the BCC activities of NCHADS programme (IEC, Outreach and 100% CUP).

Specific Responsibilities

1. Prepare and develop the national policies and guidelines for BCC,
2. Identify BCC needs in all NCHADS programme (eg Outreach, 100% CUP, STD, AIDS care, etc).
3. Formulate the plan of activities of the unit (IEC, Outreach and 100% CUP),
4. Coordinate activities with the units of NCHADS, governmental institutions, NGOs, OIs, private sectors who are involved with BCC programme
5. Monitor and supervise the unit and BCC activities and prepare required reports for the M&E system

General Responsibility

1. To advise and assist unit staff with their skills and career development
2. To ensure quality and accuracy of the work of staff in the unit
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit
8. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director.

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (BCC2)

JOB DESCRIPTION

Title of the post: IEC for General Awareness Officer

Accountable to: Head of BCC unit

Accountable for: N/A

Job Summary:

To be responsible for formulating planning and coordination related to IEC for general awareness.

Specific Responsibilities

1. To identify specific IEC needs to support the programmes and for general population
2. To formulate plans for IEC materials production and distribution (both print and electronic materials)
3. To design print materials, script writing/story line for radio/TV programme and conduct pre-testing with target population;
4. To work with the contracted firms and supervise process of IEC production
5. To coordinate HIV/AIDS campaign with institutions, ministries, NGOs and PAOs;
6. To follow up and overview the IEC material's messages for NGOs and OIs who produce IEC materials for HIV/AIDS and STD;
7. To work with TV/radio companies to produce and broadcast programmes
8. To distribute IEC materials to existing channels;
9. To conduct trainings/workshops on IEC materials conceptualization to PAOs and involved organizations
10. To keep records and prepare reports of IEC activities, distribution of materials, etc for the M&E system.

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (BCC3)

JOB DESCRIPTION

Title of the post: Outreach & Peer Education Officer

Accountable to: Head of BCC unit

Accountable for: N/A

Job Summary:

To formulate, design, plan and coordinate outreach and peer education activities.

Specific Responsibilities

1. To initiate plan for the Outreach and PE program
2. To conduct trainings/workshops relating the Outreach Programme (training for Peer Educator trainers, in-service/refresher training etc.)
3. To contribute to the supervision of the outreach & PE program
4. To make plans for and conduct supervision of the outreach and IEC programme to every PAOs and involved organizations;
5. To coordinate and collaborate with the POTs and other institutions, NGOs and donors agencies in OR & PE
6. To provide technical assistance to provinces and other partners on Outreach and PE
7. To keep records and prepare reports of Outreach and PE activities for the M&E system.

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (BCC4)

JOB DESCRIPTION

Title of the post: 100% Condom Use Program Officer

Accountable to: Head of BCC unit

Accountable for: N/A

Job Summary:

To formulate, plan and coordinate activities related to the 100% condom use programme.

Specific Responsibilities

1. To initiate the launch of the 100% CUP at the provincial levels
2. To build capacity of the 100% CUP implementers (CUMEC & CUWG)
3. To ensure the availability and quality of condoms at the sexual entertainment places
4. To coordinate the 100% CU activities with the involved institutions (eg. CUMEC & CUWG meeting)
5. To supervise the 100% CUP activities at the provincial levels.
6. To work with PSI and other organizations to ensure maximum condom availability and accessibility in the country.
7. To provide support for and coordinate condom promotion activities at provincial level
8. To keep records and prepare reports of 100% CUP for the M&E system.

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU (STD 1)

JOB DESCRIPTION

Title of the post: Head of STD unit

Accountable to: Head of Technical Bureau

Accountable for: All STD Unit staff

Job Summary:

To plan and manage the STI Unit programme, within the MoH STD programme, in coordination and collaboration with other NCHADS units, MoH departments and NGOs. To oversee the work of the Unit staff, ensuring the highest possible standards of service.

Specific Responsibilities:

1. To prepare national policies and strategies for STD prevention and care
2. To coordinate & collaborate with other NCHADS units, MoH departments, NGOs and donor agencies in STD prevention & Care
3. To develop and disseminate guidelines on STD case management
4. To prepare the meeting of provincial STD managers every semester at NCHADS
5. To prepare the STD Monthly, Quarterly and Annually Work Plans
6. To monitor and supervise unit and STD activities and prepare required reports for the M&E system
7. To convene regular meetings of the STD Technical Working Group, and prepare agendas, and keep records and minutes, etc.

General Responsibilities

1. To advise and assist unit staff with their skills and career development
2. To ensure quality and accuracy of the work of staff in the unit
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

TECHNICAL BUREAU (STD 2)

JOB DESCRIPTION

Title of the post: STD Officers.

Accountable to: Head of STD Unit

Accountable for: N/A

Job Summary :

To be responsible for STD clinic service development, through staff training, supervision and monitoring and evaluation of performance. To distribute drugs and equipment to clinics in accordance with agreed protocols.

Specific Responsibilities:

- 1 To support the development of STD clinics and integrated STD services, working in close co-operation with PHDs and PAOs to assess needs and plan facilities.
2. To estimate the need for STD drugs and to follow up the distribution by CMS/MoH to STD clinics and Health Centres (HC), taking action where necessary to ensure conformance to work plans
3. To estimate and distribute STD clinical and laboratory materials to STD clinics
4. To manage training for STD clinic and Health Centre staff in STI prevention, care and guideline development
5. To coordinate the development of monitoring and surveillance systems for STD working in collaboration with the Monitoring and Evaluation Unit
6. To supervise and provide technical assistance on programme management and service delivery
7. To follow-up the census of sex-establishments and sex workers so as to maintain up-to-date data on these matters.
8. To monitor the number of integrated STD services in Referral Hospitals and Health Centres so as to maintain up-to-date data on these matters.

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

National Center for HIV/AIDS, Dermatology and STDs

TECHNICAL BUREAU (AC1)

Job Description

Title of the post: Head of AIDS Care unit

Accountable to: Head of Technical Bureau

Accountable for: Staff of AIDS Care unit

Job Summary:

To manage the AIDS Care Unit and coordinate AIDS Care activities (IC, VCT, CHBC) in cooperation with all other stakeholders concerned in this activity.

SPECIFIC RESPONSIBILITIES

1. To prepare and develop the national policies, strategies and guidelines for CoC
2. To provide technical support for implementation of the CoC
3. To formulate a plan of AIDS Care activities.
4. To undertake coordination and collaboration activities with NCHADS Units, MoH Department, Provinces, NGOs, OIs, and donor agencies working in the field of continuum of care
5. To monitor, evaluate and report on activities of the unit for the NCHADS M and E system.
6. To convene regular meetings of the Continuum of Care Technical Working Group, and prepare agendas, and keep records and minutes, of the meetings.

GENERAL RESPONSIBILITIES

9. To advise and assist unit staff with their skills and career development
10. To ensure quality and accuracy of the work of staff in the unit
11. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
12. To demonstrate leadership and initiative in the management of the unit.
13. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme
14. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities
15. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit
16. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STDS

TECHNICAL BUREAU (AC2)

JOB DESCRIPTION

Title of the post: Community Home Based Care Officer (CHBC) (4)

Accountable to: Head of AIDS Care unit

Accountable for: N/A

Job Summary:

To coordinate implementation of the Community Home Based Care program

Specific Responsibilities

1. To assist the Head of AIDS Care unit to coordinate in preparing National Policies, Strategies and Guideline for Community Home Based Care.
2. To monitor, supervision, data collection and reporting on CHBC.
3. To develop and formulate plans for CHBC.
4. To organizing training for NCHADS and provincial staff with respect to Community Home Based Care.
5. To coordinate activities with NCHADS Units, MoH department, Provinces, CPN+, NGOs, Ols and donors agency who are working in the field on Community Home Based Care.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
9. To ensure regular, punctual and full-time attendance to duties during official working hours.
10. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
11. 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.
6. To undertake any other duties assigned by the Head of the AIDS Care Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STDS

TECHNICAL BUREAU (AC3)

JOB DESCRIPTION

Title of the post: Hospital Care Officer (4)

Accountable to: Head of AIDS Care Unit

Accountable for: N/A

Job Summary:

To coordinate the program to implement AIDS care in health facilities (RH,HCs)

Specific Responsibilities

1. To assist the Head of AIDS Care unit to coordinate in preparing of National Policies, Strategies and Guideline for Health facilities care.
2. To monitor and supervise data collection and report on AIDS care in health facilities (RH, HCs)
3. To formulate plans on institutional care for approval and implementation.
4. To estimate drug and supply requirements.
5. To oversee the drug, supply and equipment distribution to OIs and ARV for HIV/AIDS Care services.
6. To organizing training for NCHADS and provincial staff on HIV/AIDS care.
7. To coordinate activities with NCHADS Units, MoH department, Provinces, NGOs, OIs and donors agencies working in the field of health facilities care.

GENERAL RESPONSIBILITIES

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
12. To ensure regular, punctual and full-time attendance to duties during official working hours.
13. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
14. 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.
6. To undertake any other duties assigned by the Head of the AIDS Care Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STDS

TECHNICAL BUREAU (VCCT1)

Job Description

Title of post: Head of VCCT Sub Unit

Accountable to: Head of AIDS Care Unit

Accountable for: Staff of VCCT sub-unit

Job summary:

To be responsible for managing, coordinating and monitoring VCCT services of NCHADS

Specific Responsibilities

1. To assist in developing the national policies, strategies and guidelines for VCCT
2. To develop annual and quarterly work plans for the VCCT sub unit
3. To manage and coordinate the planning the activities of VCCT sub-unit staff.
4. To monitor, evaluate and report on the VCCT services for the NCHADS M&E system
5. To work with PAOs to provide training for Health Care staff on HIV counseling
6. To coordinate with institutional, home and community care sub-units
7. To coordinate with NCHADS units and others (NGOs, bilateral and international organizations)
8. To work with the VCCT sub working group (including counseling curriculum, counseling network, referral system, monitoring and evaluation.)

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
 4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the AIDS Care Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STDS

TECHNICAL BUREAU (VCCT2)

JOB DESCRIPTION

Title of post: VCCT Officer (3 staff)

Accountable to: Head of AIDS Care

Accountable for: N/A

Job summary:

Responsible for developing policy, strategy and guidelines for VCCT, training on HIV testing and counseling, ensuring materials, reagents supplied to all VCCT, monitoring and supervision to VCCT, and scaling up for new VCCT services.

SPECIFIC RESPONSIBILITIES

2. To develop and subsequently review the policy, strategy and guidelines for VCCT.
3. To disseminate the policies and guidelines as necessary from time to time.
4. To assist in developing and reviewing HIV/AIDS counseling curriculum on testing and counseling.
5. To assist in developing the training materials, providing training and evaluating the outcomes
6. To prepare and submit work plans to sponsors for the supply of VCCT materials reagents.
7. To arrange for the delivery of materials and reagents to VCCTs.
8. To undertake monitoring and supervision of VCCT services including developing indicators; collecting analysing and reporting data; providing quality control.
9. To assist with the preparation for new VCCT services, including assessment of sites; preparing budgets; recruitment and training of staff; and installation of recording systems.

GENERAL RESPONSIBILITIES

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the AIDS Care Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (S1)

JOB DESCRIPTION

Title of the post: Head of Surveillance Unit

Accountable to: Head of Technical Bureau

Accountable for: BSS, HSS and SSS Officers

Job Summary:

To manage the Surveillance Unit activities including planning, coordination and implementation of BSS, HSS and SSS activities and to disseminate the results.

Specific Responsibilities

1. To undertake the overall management of the Unit
2. To prepare the monthly and annual HSS, BSS and SSS Work Plans
3. To coordinate the development and review of the National Surveillance strategy, protocols and plans
4. To coordinate and plan for other surveillance activities, including baseline surveys
5. To coordinate and review the development of the training curriculum and organization of surveillance training for Provincial AIDS Programs
6. To supervise and provide instructions in data collection, analysis and reporting the BSS, HSS and SSS
7. To monitor and report on the work in progress to the Head of the Technical Bureau for the NCHADS M&E system
8. To coordinate dissemination of surveillance findings

General Responsibilities

1. To advise and assist unit staff with their skills and career development
2. To ensure quality and accuracy of the work of staff in the unit
3. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. To demonstrate leadership and initiative in the management of the unit.
5. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme
6. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit
8. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (S2)

JOB DESCRIPTION

Title of the post: HIV Sentinel Surveillance (HSS) and STI Sentinel Surveillance (SSS) Officer

Accountable to: Head of Surveillance Unit

Accountable for: N/A

Job Summary:

To develop and maintain procedures for implementing all HSS and SSS activities and to undertake the tasks necessary for their completion.

Specific Responsibilities

1. To participate in developing guidelines, protocols and training for the HSS
2. To allocate resources and identify mechanisms to carry out surveillance activities
3. To develop the checklist and schedule for the supervision of HSS and SSS activities and provide necessary technical supports to the Provincial AIDS Programs in carrying out HSS and SSS activities
4. To manage the data collection, analysis and reporting
5. To report work progress
6. To coordinate with other institutions to implement regarding the HSS and SSS.

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (S3)

JOB DESCRIPTION

Title of the post: Behavioral Surveillance Survey (BSS) Officer

Accountable to: Head of Surveillance Unit

Accountable for: N/A

Job Summary:

To develop and maintain procedures for implementing all BSS activities and to undertake the tasks necessary for their completion.

Specific Responsibilities

1. To participate in developing guidelines, protocols and assist in training for the BSS
2. To allocate resources and identify mechanisms to carry out surveillance activities
3. To schedule the supervision of BSS activities and provide necessary technical support to the Provincial AIDS Programs
4. To manage the data collection, analysis and reporting
5. To report work progress to the Head of Surveillance Unit
6. To coordinate with other institutions to implement BSS activities

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

TECHNICAL BUREAU (R1)

JOB DESCRIPTION

Title of the post: Head of Research Unit

Accountable to: Head of Technical Bureau

Accountable for: Research Officers

Job Summary: To manage the Research Unit activities including planning, coordination and implementation of research activities and to disseminate the results.

Specific Responsibilities

9. To undertake the overall management of the Unit
10. To prepare the monthly and annual quantitative and qualitative Research Work Plans
11. To coordinate the development and review of the research strategy, agenda, protocols and plans for the NCHADS' programme
12. To allocate resources and identify mechanisms to carry out research activities
13. To coordinate with other research activities, including partner research studies
14. To build the capacity of research teams at the national and provincial levels
15. To provide technical assistance to other units, departments and agencies, as required, in formulating or conducting research studies
16. To monitor and report on the work in progress to the Head of the Technical Bureau for the NCHADS M&E system
17. To coordinate dissemination of research findings

General Responsibilities

9. To advise and assist unit staff with their skills and career development
10. To ensure quality and accuracy of the work of staff in the unit
11. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
12. To demonstrate leadership and initiative in the management of the unit.
13. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme
14. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities
15. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit
16. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

TECHNICAL BUREAU (R2)

JOB DESCRIPTION

Title of the post: Research Officer

Accountable to: Head of Research Unit

Accountable for: N/A

Job Summary: To develop and maintain procedures for implementing all research activities and to undertake the tasks necessary for their completion.

Specific Responsibilities

7. To participate in developing plans, guidelines, protocols and training for research studies
8. To develop the checklist and schedule for the supervision of research activities and provide necessary technical supports to the partners in carrying out research activities
9. To manage data collection, analysis and reporting
10. To report work progress
11. To coordinate with other institutions to implement research studies.

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

JOB DESCRIPTION

Title of the post: Head of Logistics Management Unit

Accountable to: Director, NCHADS

Job Summary:

To oversee all activities related to the Logistics Management Unit including the efficient supply and distribution of HIV/STI related supplies to all relevant sites within the NCHADS Program, adequate storage of all supplies, as well as communication and collaboration with relevant partners and institutions.

Specific Responsibilities

1. To coordinate with all relevant entities: NCHADS Units, CMS, EDB, NGOs, Customs and others
2. To supervise and monitor of all activities and all staff of Logistics Management Unit
3. To establish quarterly performance reports for all unit members (???)
4. To report regularly to the NCHADS Director (???)

General Responsibilities

7. To work with due diligence in carrying out the tasks of the position
8. To cooperate helpfully within and between units to strengthen the performance of NCHADS
9. To ensure regular, punctual and full-time attendance to duties during official working hours.
10. To strive at all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
11. 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.
12. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post-holder, the Head of the Unit, the Head of Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

JOB DESCRIPTION

Title of the post: Regional Logistics Management Officer (2 posts)

Accountable to: Head, Logistics Management Unit

Job Summary:

To assist the Head of the Logistics Unit in the management and distribution of HIV/STI supplies by collecting and analyzing data received regularly from all sites within the NCHADS Program. Responsibilities include analysis of ART facility reports and the generation of quarterly regional distribution plans of all relevant supplies.

Specific Responsibilities

1. To ensure the supply and distribution of all relevant products at the assigned sites
2. To create distribution plans for all relevant products to the assigned sites
3. To collect data from all assigned sites on the use of drugs, reagents and consumables
4. To analyze the data received and monitoring of rational use of drugs, reagents, consumables and equipment
5. To report to the Head of Logistics Management Unit

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive at all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post-holder, the Head of the Unit, the Head of Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

JOB DESCRIPTION

Title of the post: Inventory Management Officer (2 posts)

Accountable to: Head, Logistics Unit

Job Summary:

To manage the movement of materials and staff (??) of the center to enable the efficient operation of NCHADS.

Specific Responsibilities

7. To create “picking lists” of products within NCHADS warehouse to ensure efficient stock management according to distribution plans established by regional logistics management officers.
8. To prepare records of incoming/outgoing materials.
9. To arrange the distribution of equipment/drugs according to the requirements prepared by the Regional Logistics Management Officers.
10. To communicate all information related to the in-and outflow of relevant products to data analysts.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive at all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post-holder, the Head of the Unit, the Head of Technical Bureau and the Director of NCHADS.

NATIONAL CENTRE FOR HIV/AIDS, DERMATOLOGY AND STD

JOB DESCRIPTION

Title of the post: Data Analyst (2 posts)

Accountable to: Head, Logistics Unit

Job Summary:

To assist the Regional Logistics Management Officers in the quantification and the generation of distribution plans for all required HIV/STI supplies within the NCHADS Program. Responsibilities will include data entry into forecasting models used to project the demand for HIV supplies both at the national and facility level and regular updates of NCHADS stock database.

Specific Responsibilities

1. To collect regular reports from ART facilities and enter data into NCHADS supply management tools.
2. To quantify the needs for all relevant products at all assigned sites.
3. To establish and continuously update a nationwide database on the number of patients (by treatment regimen, by site) and stock levels of all relevant products at assigned sites.
4. To establish an NCHADS database that tracks all in-and outflows of any relevant products
5. To update NCHADS databases on stock management and patient tracking on a regular basis.
6. To quantify national procurement requirements.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position
2. To cooperate helpfully within and between units to strengthen the performance of NCHADS
3. To ensure regular, punctual and full-time attendance to duties during official working hours.
4. To strive at all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities.
5. 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.
6. To undertake any other duties assigned by the Head of the Unit or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post-holder, the Head of the Unit, the Head of Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (AF1)

JOB DESCRIPTION

Title of the post: Head of Administration and Finance Bureau

Accountable to: Director of NCHADS

Accountable for: Heads of Finance; Logistics and Administration Units

Job Summary:

To manage the Administrative services of NCHADS, through the Administration, Finance and Logistics Units, providing guidance, supervision and assessment of their activities and performance.

To be a member of the Senior Management Team, Chaired by the Director

Specific Responsibilities

1. To create and maintain documentation for the administration of all NCHADS units.
2. To manage and coordinate all the functions of the Administration and Finance Units
3. To ensure development of weekly and annual plans for all units in the Bureau.
4. To verify in/out correspondence before getting approval from the Director.
5. To ensure supervision for all units, including Staff Appraisal for all staff of NCHADS
6. To promote and provide for staff development opportunities
7. To administer requests for salary increases and promotion.
8. To ensure coherence between activities of the Technical and Adm. and Fin. Bureau
9. To ensure adherence to NCHADS administrative internal policies and procedures
10. To ensure maintenance of proper inventories of all government property
11. To manage vehicles use, car maintenance and gasoline supplies
12. To manage the National budget: Priority Activities Programme (PAP).

General Responsibilities

5. To encourage and support the Heads of Unit, assisting them to manage their unit effectively, and progressively to raise the quality of the work for which they are responsible.
6. To strive at all times to assist the Bureau, and the Units within it, to attain the highest levels of accuracy and honesty in all their activities.
7. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit.
8. To undertake any other duties assigned by the NCHADS Director.

This job description may be modified at any time after consultation and agreement between the post holder and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (A1)

JOB DESCRIPTION

Title of the post: Head of Administration Unit

Accountable to: Head of Administration and Finance Bureau

Accountable for: Logistic Officer, Assets Management Officer, Messenger and Drivers Management Officer, General Administrative Officer, Personnel and Salary Management Officer

Job Summary:

To be responsible overall for administrative matters, including secretarial, ceremonial, security, electricity and water supply, management of vehicles and drivers.

Specific Responsibilities

1. To manage and provide guidance on administrative and secretarial work
2. To manage and provide guidance on method of processing incoming and outgoing documents
3. To provide instructions on preparing all administrative documents, such as mission orders, nomination letters, administrative certificates, etc.
4. To prepare and submit monthly, quarterly, semi-annual and annual reports to the Ministry of Health

General Responsibilities

17. To advise and assist unit staff with their skills and career development
18. To ensure quality and accuracy of the work of staff in the unit
19. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
20. To demonstrate leadership and initiative in the management of the unit.
21. To co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme
22. To strive all times to assist the unit to attain the highest levels of accuracy and honesty in all its activities
23. To draw the attention of the Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the unit
24. To undertake any other duties assigned by the Head of the Technical Bureau or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Administration and Finance Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (A2)

JOB DESCRIPTION

Title of the post: General Administrative Officer

Accountable to: Head of Administration and Finance Bureau

Accountable for: N/A

Job Summary:

To undertake secretarial, administrative, record keeping and ceremonial matters for NCHADS

Specific Responsibilities

1. To register incoming and out going administrative documents
2. To prepare administrative notes and memorandum for NCHADS
3. To ensure the flow of admin and other documents between different units of NCHADS
4. To prepare administrative documents (mission order, nomination letters, invitation letters, administrative certificates, and others)
5. To keep records of all administrative documents for NCHADS
6. To manage NCHADS resource center/ library
7. To handle the NCHADS stamp
8. To manage telephone and faxe services
9. To undertake ceremonial matters

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Administration and Finance Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (A3)

JOB DESCRIPTION

Title of the post: Personnel and Salary Management Officer

Accountable to: Head of Administration and Finance Bureau

Accountable for: N/A

JOB SUMMARY:

To administer the status of NCHADS personnel, preparing salary rate and promotion documentation for NCHADS staff

Specific Responsibilities

1. To manage and prepare all admin documentation related to NCHADS staff
2. To manage and record NCHADS staff attendance
3. To prepare, update and report on the status of NCHADS staff and its salary rate
4. To prepare and request salary rate for contractual staff to the Ministry of Health
5. To manage and prepare administrative documentation related to personnel, such as nomination letters, requests for promotion, staff transfers
6. To prepare reports on the status of NCHADS staff and salaries
7. To arrange staff performance assessment and prepare request for promotion, increase of salary rate

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Administration and Finance Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (A4)

JOB DESCRIPTION

Title of the post: Messenger and Drivers' Management Officer

Accountable to: Head of Administration and Finance Unit

Accountable for: Drivers

Job Summary:

To distribute incoming and outgoing communication documents to and from NCHADS and allocate drivers to support the implementation of NCHADS activities.

Specific Responsibilities

1. To distribute NCHADS documents from NCHADS to other institutions
2. To liaise with institutions within and outside NCHADS to make sure that they receive documents from NCHADS
3. To manage allocation of drivers to support the implementation of NCHADS activities
4. To monitor the performance of drivers and manage maintenance of all NCHADS vehicles
5. To report the availability of vehicles and drivers
6. To prepare necessary request for repairing NCHADS vehicles

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Administration and Finance Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (A5)

JOB DESCRIPTION

Title of the post: Security, Safety, Electricity and Hygiene Officer

Accountable to: Head of Administration and Finance Unit

Accountable for: N/A

Job Summary:

To ensure security, safety, electrical supply and good hygiene within NCHADS

Specific Responsibilities

1. To ensure security, safety and order within NCHADS
2. To arrange parking of staff's, guest's and NCHADS vehicles
3. To monitor and ensure availability of electricity and water supply within NCHADS
4. To ensure cleaning of NCHADS facilities, including offices and toilets
5. To arrange refreshment and other related service for NCHADS's staff and guests

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Administration and Finance Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS, DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (A6)

JOB DESCRIPTION

Title of the post: Driver

Accountable to: Head of Administration and Finance Unit

Accountable for: N/A

Job Summary:

To drive the NCHADS' cars carefully and correctly, and to ensure their safety and security while under driver's responsibility.

Specific Responsibilities

1. To drive the official cars of NCHADS on official business of NCHADS.
2. To fill in and maintain the official log-books of the car for each trip.
3. To inform the Drivers' Management Officer of any problem, fault, accident or damage to the car he/she is assigned to drive.
4. To ensure the safety of the car and its accessories at all times when the car is parked or stored while under the driver's responsibility.

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Administration and Finance Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (F1)

JOB DESCRIPTION

Title of the post: Chief of Finance Unit

Accountable to: Chief of Administration and Finance Bureau

Accountable for: Accountants, Accounts Assistants, Procurement Officer and Cashier

Job Summary:

The main responsibilities and duties are to ensure that funds disbursed by NCHADS are accounted for correctly according to the appropriate Guidelines, and within the framework of the overall NCHADS Accounting System, and to be responsible for maintaining records for auditing purposes.

Specific Responsibilities:

1. Designing and maintaining a comprehensive budgeting and accounting system for NCHADS.
2. Preparation of the Annual Comprehensive Budget and Comprehensive Quarterly Budgets for NCHADS funds, with the NCHADS Director and other staff concerned.
3. Preparing financial and accounting information as required by the Director of NCHADS.
4. Coordination of work that is related to all audits required for the accounts of NCHADS.
5. Communicating regularly with the MoH and other partners (eg World Bank, DFID, UN System) on budgeting and accounting matters under the supervision of the Director of NCHADS.
6. Responsible for constant internal audit of the provinces and projects.

General Responsibilities:

1. Advise and assist unit staff with their skills and career development
2. Ensure quality and accuracy of the work of staff in the unit
3. Monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
4. Demonstrate a proactive approach to the management of the unit.
5. Co-operate constructively with other units to enable the corporate success of the work of the NCHADS Programme
6. To strive all times to assist the unit attain the highest levels of accuracy and probity in all its activities
7. To draw the attention of the chief of Administration and Finance Bureau to any irregularity or other matter of significance affecting the efficient functioning of the unit
8. To undertake any other duties assigned by the Chief of Administration and Finance Bureau or the NCHADS Director

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Administration and Finance Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (F2)

JOB DESCRIPTION

Title of the post: Senior Accountant

Accountable to: Chief of Finance

Accountable for: Accountants and Accounts Assistants

Job Summary:

To be responsible for maintaining full and proper accountant records for specific funds made available for the work of NCHADS from Government or other sources

Specific Responsibilities:

1. To identify and record the inflow of funding from various sources for programme activities
2. To develop and maintain accounting systems for specific funds from specific sources
3. To ensure that the specific projects' accounting files are fully updated on a regular basis
4. To ensure that the accounts are reconciled with the bank statements
5. To coordinate information from various sources regarding the use of funds for HIV/AIDS at provincial level.
6. To ensure the timely preparation of replenishments/direct payments/liquidations to NCHADS and sub-projects at provinces
7. To supervise and guide the work of the Accountant or Accounts Assistant or any other staff assigned to them
8. To coordinate work with the Auditor
9. To prepare any financial and accounting information requested by the Chief of Finance or the Director
10. To undertake any other tasks required for efficient maintenance of the accounts

General Responsibilities:

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (F3)

JOB DESCRIPTION

Title of the post: Accountant

Accountable to: Chief of Finance

Accountable for: Accounts Assistant

Job Summary:

To be responsible for maintaining full and proper accountancy records for specific funds made available for the work of NCHADS from Government or other sources

Specific Responsibilities:

1. To keep the project or unit accounting files fully updated on a regular basis
2. To reconcile the unit accounts with the bank statements
3. To maintain the cash book register for project funds on a timely basis
4. To prepare in a timely fashion monthly withdrawal applications, liquidation and replenishment requests from NCHADS to fund sources
5. To make payments to IAs and others for project related activities within the NCHADS programme.
6. To support Provincial Health Directors and provincial accountants regarding the use and accounting of project funds at provincial level.
7. To prepare monthly Financial and Accounting Reports, and any other financial and accounting information as required by the Director of NCHADS and the Chief of Finance.

General Responsibilities:

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (F4)

JOB DESCRIPTION

Title of the post: Accounts Assistant

Accountable to: Accountants

Accountable for: N/A

Job Summary:

To be responsible for maintaining full and proper accountancy records for specific funds made available for the work of NCHADS from Government or other sources.

Specific Responsibilities:

1. Keeping the Project accounting files updated regularly, following NCHADS accounting procedures;
2. Follow-up of disbursements by financing institutions and Government counterpart contributions;
3. Assisting the accountant with preparation of documents related to payments to Project staff, NCHADS staff, consultants and sub-project implementing agencies;
4. Check and verify of expenditures documents of the sub project submitted by the provinces;
5. Assisting the accountant with reconciliation of bank accounts with bank statements;
6. Assisting the accountant with reconciliation of petty cash;
7. Assisting the accountant to prepare financial and accounting information as requested by the Chief of Finance and NCHADS Director;
8. Assisting the accountant with preparing and checking inventory list;
9. Any other duties assigned by the Chief of Finance, Admin Finance and NCHADS Director.

General Responsibilities:

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (F5)

JOB DESCRIPTION

Title of the post: Cashier

Accountable to: Chief of Finance

Accountable for: N/A

Job Summary:

To administer and make authorised cash payments

Specific Responsibilities:

1. Be responsible for preparing cash-national financing and assistance.
2. To contact with the ministry-Bank to withdraw the money.
3. To transfer cash to the related field for implementing activities.
4. To get salary to staffs of National Center
5. To make the statement cash flow in Cashier and submit to the chief of financial department and director.
6. To keep revenue and expense document in safety place.

General Responsibilities:

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (F6)

JOB DESCRIPTION

Title of the post: Procurement Officer

Accountable to: Chief of Finance

Accountable for: Procurement Assistant

Job Summary:

To procure goods, services, civil works, etc for NCHADS according to laid down procedures

Specific Responsibilities:

1. To prepare and monitor procurement plans and schedules to ensure timely programme implementation
2. To resolve any procurement issues that interfere with efficient programme implementation
3. To organize competitive tendering of goods and services for NCHADS, including formulating tender documents, obtaining quotations, organizing bid opening, preparing evaluation reports and contracts, etc.
4. To ensure that specifications in tender documents are prepared in such a way as to maximize competition.
5. To participate in the evaluation of bids resulting from public tendering
6. To monitor performance of contractors in complying with the terms of contracts
7. To feed data on procurements into the NCHADS M&E system
8. To advise NCHADS and provincial staff on policy and technical issues related to procurement.

General Responsibilities:

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

NATIONAL CENTER FOR HIV/AIDS DERMATOLOGY AND STD

ADMINISTRATION AND FINANCE BUREAU (F7)

JOB DESCRIPTION

Title of the post: Procurement Assistant

Accountable to: Chief of Finance

Accountable for: N/A

Job Summary:

To be responsible for ensuring full and proper documentation of procurement in NCHADS and to assist the Procurement Officer in procurements.

Specific Responsibilities:

1. To prepare procurement plans and schedules to ensure timely programme implementation
2. To provide support to the Procurement Officer in preparing documentation for procurements, tracking progress to ensure the correct processes are followed in a timely manner, and maintaining procurement files and records.
3. To ensure that specifications in tender documents are correct, clear and specific
4. To monitor performance of contractors in complying with the terms of contracts
5. To feed data on procurements into the NCHADS M&E system

General Responsibilities:

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

This job description may be modified at any time after consultation and agreement between the post holder, the Head of the Technical Bureau and the Director of NCHADS.

JOB DESCRIPTION

Title of the post: Provincial AIDS Office Manager (PAO1)

Accountable to: Head of Technical Bureau and Director of Provincial Health Department

Accountable for: Provincial AIDS Office staff

Job Summary:

To manage the Provincial AIDS Office, ensuring it fulfills all the programme targets to which it is committed and that cohesive strategic and operational plans are prepared to guide future activity.

Specific Responsibilities

1. To plan and provide overall strategic management for all HIV/AIDS and STD activities in the health sector within the province.
2. To budget and, in collaboration with PHD Accountant, provide financial management for all HIV/AIDS and STD activities in the health sector within the province
3. To coordinate and mobilize resources at provincial level
4. To communicate, coordinate and collaborate with NCHADS
5. To monitor and supervise, and report on all HIV/AIDS and STD activities in the health sector within the province.
6. To provide technical support and advice to PHD, PAC, NGOs, and other Government Departments regarding HIV/AIDS and STD in the health sector within the province.

General Responsibilities

9. To advise and assist PAO staff with their skills and career development
10. To ensure quality and accuracy of the work of staff in the PAO and ODs working on HIV/AIDS and STDs.
11. To monitor PAO staff attendance and diligence taking action when necessary to remedy any failures of performance.
12. To demonstrate leadership and initiative in the management of the PAO.
13. To co-operate constructively with other units to enable the corporate success of the work of the PAO.
14. To strive at all times to assist the PAO to attain the highest levels of accuracy and honesty in all its activities
15. To draw the attention of the Director of the Provincial Health Department and Director of NCHADS immediately to any irregularity or other matter of significance affecting the efficient functioning of the PAO
16. To undertake any other duties assigned by the Director of the Provincial Health Department

This job description may be modified at any time after consultation and agreement between the post holder and the Director of the Provincial Health.

JOB DESCRIPTION

Title of the post: Provincial AIDS Office Assistant Manager (PAO2)

Accountable to: Provincial AIDS Office Manager

Accountable for: Provincial AIDS Office staff

Job Summary:

To assist the PAO Manager in the PAO, to ensure it fulfills all the programme targets to which it is committed and that cohesive strategic and operational plans are prepared to guide future activity.

Specific Responsibilities

1. Act as PAO Manager in the absence of the manager.
2. Provide support and assistance to the PAO and other PAO staff, depending on the size of the province and the complexity of the HICV/AIDS and STD programme in the province
3. Provide technical support and training to ODs, RHs and HCs for management of AIDS cases, UP and Continuum of Care

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder and the Director of the Provincial Health Department.

JOB DESCRIPTION

Title of the post: Continuum of Care Coordinator (PAO3)

Accountable to: Provincial AIDS Office Manager

Accountable for: Provincial AIDS Office staff

Job Summary:

To coordinate the Continuum of Care for PLWA within the province, to ensure it fulfills all the programme targets to which it is committed and that cohesive strategic and operational plans are prepared to guide future activity.

Specific Responsibilities

4. Provide technical support and training to ODs, RHs and HCs for management of AIDS cases, UP and Continuum of Care
5. Liaise with ODs and RHs for management of Continuum of Care (CoC)
6. Support establishment of referral system within ODs for CoC
7. Identify requirements for drugs and consumable supplies for ODs and ensure availability and distribution
8. Organize, train and support HBC teams within the province.

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder and the Director of the Provincial Health Department.

PROVINCIAL AIDS OFFICE

JOB DESCRIPTION

Title of the post: IEC/BCC/Condom Officer (PAO4)

Accountable to: Provincial AIDS Office Manager

Accountable for: N/A

Job Summary:

To manage the main prevention (IEC/BCC/condom) element of the HIV/AIDS and STD programme in the province to ensure it fulfills all the programme targets to which it is committed and that cohesive strategic and operational plans are prepared to guide future activity.

Specific Responsibilities

1. Identifies opportunities for IEC activities and events within the province
2. Arranges IEC activities and campaigns such as World AIDS Day.
3. Receives (from NCHADS) and distributes IEC materials to appropriate target groups and situations
4. Arranges mass media coverage of programme activities within the province
5. Manages and coordinates all Provincial Outreach Team (POT) activities
6. Functions as POT member/leader
7. Coordinates with CUMEC to ensure the successful implementation of the 100% Condom use programme
8. Works as a member of the CUWG.
9. Keeps records and reports on all activities.

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder and the Director of the Provincial Health Department.

JOB DESCRIPTION

Title of the post: STI Officer (PAO5)

Accountable to: Provincial AIDS Office Manager

Accountable for: N/A

Job Summary:

To manage the STI element of the HIV/AIDS and STD programme in the province, ensuring it fulfills all the programme targets to which it is committed and that cohesive strategic and operational plans are prepared to guide future activity.

Specific Responsibilities

1. Train health workers for and supervise STI services for general population in ODs and HCs
2. Manage special STI clinic(s) for high risk populations
3. Identify requirements for drugs and consumable supplies for special clinics and HCs in the ODs and ensure availability and distribution
4. Maintain STI records and data
5. Prepare STI Report

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder and the Director of the Provincial Health Department.

JOB DESCRIPTION

Title of the post: VCCT Officer (PAO6)

Accountable to: Provincial AIDS Office Manager

Accountable for: N/A

Job Summary:

To manage and coordinate the VCCT element of the HIV/AIDS and STD programme in the province, ensuring it fulfills all the programme targets to which it is committed and that cohesive strategic and operational plans are prepared to guide future activity.

Specific Responsibilities

1. Train health workers for and supervise VCCT services in ODs and RHs
2. Coordinate all VCCT services within the province
3. Ensure the VCCT referral Network is established and functioning
4. Identify requirements for drugs and consumable supplies for VCCTs in the ODs and ensure availability and distribution
5. Maintain VCCT records and data
6. Prepare VCCT Report for the province

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder and the Director of the Provincial Health Department.

JOB DESCRIPTION

Title of the post: OD Coordinator (PAO7)

Accountable to: OD Director and Provincial AIDS Office Manager

Accountable for: N/A

Job Summary:

To coordinate all HIV/AIDS and STD programme activities within the OD, to ensure it fulfills all the programme targets to which it is committed and that cohesive strategic and operational plans are prepared to guide future activity.

Specific Responsibilities

1. To plan all HIV/AIDS and STD activities in the OD.
2. To coordinate and mobilize resources within the OD.
3. To communicate, coordinate and collaborate with the PAO and NCHADS
4. To monitor and report on all HIV/AIDS and STD activities within the OD.
5. To provide technical support and advice to RH, NGOs, and other Government Departments regarding HIV/AIDS and STD in the health sector within the OD.
6. Liaise within ODs between HCs and RHs for management of Continuum of Care (CoC)
7. Support establishment of referral system within OD for CoC

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder and the OD Director and the PAO Manager.

JOB DESCRIPTION

Title of the post: STI Clinic staff (PAO8)

Accountable to: Provincial AIDS Office Manager

Accountable for: N/A

Job Summary:

To manage the special STI clinic in the province and ensure high quality services are provided.

Specific Responsibilities

1. Provide services in special STI clinic
2. Prepare drug and consumables requirements
3. Manage lab and run tests
4. Data entry and record keeping
5. Reporting

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder and the Director of the Provincial Health Department.

PROVINCIAL AIDS OFFICE

JOB DESCRIPTION

Title of the post: VCCT staff (PAO9)

Accountable to: Provincial AIDS Office Manager

Accountable for: N/A

Job Summary:

To manage the VCCT Center and service and ensure high quality services are provided.

Specific Responsibilities

1. Manage VTC Centre and services
2. Provide pre/post test counselling to clients
3. Refer clients
4. Manage lab and run tests
5. Prepare requirements for drugs and consumables
6. Data entry and record keeping
7. Reporting

General Responsibilities

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

This job description may be modified at any time after consultation and agreement between the post holder and the Director of the Provincial Health Department.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team leader (OI/ART1)

Accountable to: RH Director

Accountable for: All OI/ART care team members

Job Summary:

To plan and manage the OI/ART care program of the Referral Hospital in coordination and collaboration with other Referral Hospital departments and units, PHD departments and programs and NGOs. To oversee the work of the OI/ART care team staff, ensuring the highest possible standards of service.

Specific Responsibilities:

1. To plan and implement OI/ART care activities of the Referral Hospital within the OD CoC Framework, including the establishment and maintenance of the MMM.
2. To coordinate & collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.
2. To provide leadership to the OI/ART care team staff.
3. To convene and lead regular meetings of the OI/ART care team and monthly meetings of the Referral Hospital HIV Coordination Committee. To prepare agendas and ensure minutes are kept of these meetings.
4. To represent the OI/ART care team at OD Continuum of Care committee other HIV care meetings within the Operational District.
5. To monitor and supervise OI/ART care activities of the Referral Hospital including OI/ART reporting to provincial and national levels.

General Responsibilities

1. To advise and assist team staff with their skills and career development
2. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
3. To ensure quality and accuracy of the work of staff in the team
4. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
5. To demonstrate leadership and initiative in the management of the team.
6. To co-operate constructively with other departments and programs to enable the success of the work of the Referral Hospital.-
7. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities
8. To draw the attention of the Director of the Referral Hospital immediately to any irregularity or other matter of significance affecting the efficient functioning of the team.
9. To undertake any other duties assigned by the Director of the Referral Hospital or the NCHADS Director.

This job description may be modified at any time after consultation and agreement between the post holder, the Director of the Referral Hospital and the Director of NCHADS.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team clinician (OI/ART2)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the clinical care of people living with HIV/AIDS at the Referral Hospital through direct patient care, training of staff, liaison with other Referral Hospital departments and units and participation in coordination meetings.

Specific Responsibilities:

1. Clinical care of people living with HIV/AIDS.
2. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
3. Training of health care workers in HIV treatment and care.
4. Assist with OI/ART reporting to provincial and national levels.
5. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
6. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
7. To liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
3. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
4. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
5. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
6. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team nurse counselor (OI/ART3)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the clinical care of people living with HIV/AIDS at the Referral Hospital through direct patient care, counseling, adherence support, assistance to support groups, training of staff, liaison with other Referral Hospital departments and units and participation in coordination meetings within the OD CoC Framework.

Specific Responsibilities:

1. Clinical care of people living with HIV/AIDS.
2. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
3. Individual and group counselling of people living with HIV/AIDS including supportive counselling and adherence support.
4. Assist people living with HIV/AIDS to establish and maintain support groups and MMM activities.
5. Training of health care workers in HIV treatment and care.
6. Assist with OI/ART reporting to provincial and national levels.
7. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
8. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
9. To liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
6. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
7. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
8. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
6. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team logistics management officer (OI/ART4)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the management of drugs, consumables, equipment, reagents and other products necessary for the care of people living with HIV/AIDS at the Referral Hospital within the OD CoC Framework.

Specific Responsibilities:

1. Ensure consistent supply of drugs, consumables and reagents through timely and accurate reporting of supply needs.
2. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
3. Ensure appropriate storage conditions for all drugs, consumables and reagents.
4. Provision of drug education and counselling to people living with HIV/AIDS.
5. Training of health care workers in HIV treatment and care including proper storage and use of antiretroviral drugs.
6. Maintenance of accurate and up to date pharmacy records. Reporting of OI/ART drug and consumable use to operational district, provincial and national levels.
7. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
8. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
9. To liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
3. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
4. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
5. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
6. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team laboratory technician (OI/ART5)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the provision of laboratory support services necessary for the care of people living with HIV/AIDS at the Referral Hospital within the OD CoC Framework.

Specific Responsibilities:

1. Supervision of laboratory services necessary for the care of people living with HIV/AIDS at the Referral Hospital including ensuring consistent availability of necessary laboratory investigations.
2. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
3. Ensure investigations necessary for the care of people living with HIV/AIDS are quality assured to the extent that these quality assurance programs are available to the laboratory.
4. Training of laboratory staff and other health care workers in procedures necessary for care of people living with HIV/AIDS.
5. Assist with the consistent supply of laboratory reagents through timely and accurate reporting of supply needs.
6. Maintenance of accurate and up to date laboratory records. Reporting of OI/ART care investigations to operational district, provincial and national levels.
7. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
8. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
9. Liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
3. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
4. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
5. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
6. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team X-Ray technician (OI/ART6)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the provision of X-Ray services necessary for the care of people living with HIV/AIDS at the Referral Hospital within the OD CoC Framework.

Specific Responsibilities:

1. Provision of X-Ray services necessary for the care of people living with HIV/AIDS at the Referral Hospital including ensuring consistent availability of necessary X-Ray investigations.
2. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
3. Training of health care workers in procedures necessary for care of people living with HIV/AIDS.
4. Assist with the consistent supply of X-Ray film and reagents through timely and accurate reporting of supply needs.
5. Maintenance of accurate and up to date X-Ray records. Assist with OI/ART reporting to provincial and national levels.
6. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
7. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
8. Liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
3. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
4. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
5. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
6. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team Ultrasound technician (OI/ART7)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the provision of Ultrasound services necessary for the care of people living with HIV/AIDS at the Referral Hospital within the OD CoC Framework.

Specific Responsibilities:

1. Provision of Ultrasound services necessary for the care of people living with HIV/AIDS at the Referral Hospital including ensuring consistent availability of necessary Ultrasound investigations.
2. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
3. Training of health care workers in procedures necessary for care of people living with HIV/AIDS.
4. Assist with the consistent availability of Ultrasound investigations through ensuring regular maintenance and appropriate care of Ultrasound equipment.
5. Maintenance of accurate and up to date Ultrasound records. Assist with OI/ART reporting to provincial and national levels.
6. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
7. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
8. Liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
3. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
4. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
5. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
6. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team leader (OI/ART1)

Accountable to: RH Director

Accountable for: All OI/ART care team members

Job Summary:

To plan and manage the OI/ART care program of the Referral Hospital in coordination and collaboration with other Referral Hospital departments and units, PHD departments and programs and NGOs. To oversee the work of the OI/ART care team staff, ensuring the highest possible standards of service.

Specific Responsibilities:

2. To plan and implement OI/ART care activities of the Referral Hospital within the OD CoC Framework, including the establishment and maintenance of the MMM.
3. To coordinate & collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.
6. To provide leadership to the OI/ART care team staff.
7. To convene and lead regular meetings of the OI/ART care team and monthly meetings of the Referral Hospital HIV Coordination Committee. To prepare agendas and ensure minutes are kept of these meetings.
8. To represent the OI/ART care team at OD Continuum of Care committee other HIV care meetings within the Operational District.
9. To monitor and supervise OI/ART care activities of the Referral Hospital including OI/ART reporting to provincial and national levels.

General Responsibilities

10. To advise and assist team staff with their skills and career development
11. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
12. To ensure quality and accuracy of the work of staff in the team
13. To monitor staff attendance and diligence taking action when necessary to remedy any failures of performance.
14. To demonstrate leadership and initiative in the management of the team.
15. To co-operate constructively with other departments and programs to enable the success of the work of the Referral Hospital.-
16. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities
17. To draw the attention of the Director of the Referral Hospital immediately to any irregularity or other matter of significance affecting the efficient functioning of the team.
18. To undertake any other duties assigned by the Director of the Referral Hospital or the NCHADS Director.

This job description may be modified at any time after consultation and agreement between the post holder, the Director of the Referral Hospital and the Director of NCHADS.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team clinician (OI/ART2)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the clinical care of people living with HIV/AIDS at the Referral Hospital through direct patient care, training of staff, liaison with other Referral Hospital departments and units and participation in coordination meetings.

Specific Responsibilities:

8. Clinical care of people living with HIV/AIDS.
9. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
10. Training of health care workers in HIV treatment and care.
11. Assist with OI/ART reporting to provincial and national levels.
12. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
13. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
14. To liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
9. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
10. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
11. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
6. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team nurse counselor (OI/ART3)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the clinical care of people living with HIV/AIDS at the Referral Hospital through direct patient care, counseling, adherence support, assistance to support groups, training of staff, liaison with other Referral Hospital departments and units and participation in coordination meetings within the OD CoC Framework.

Specific Responsibilities:

10. Clinical care of people living with HIV/AIDS.
11. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
12. Individual and group counselling of people living with HIV/AIDS including supportive counselling and adherence support.
13. Assist people living with HIV/AIDS to establish and maintain support groups and MMM activities.
14. Training of health care workers in HIV treatment and care.
15. Assist with OI/ART reporting to provincial and national levels.
16. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
17. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
18. To liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

1. To work with due diligence in carrying out the tasks of the position.
2. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
12. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
13. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
14. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
6. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team logistics management officer (OI/ART4)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the management of drugs, consumables, equipment, reagents and other products necessary for the care of people living with HIV/AIDS at the Referral Hospital within the OD CoC Framework.

Specific Responsibilities:

10. Ensure consistent supply of drugs, consumables and reagents through timely and accurate reporting of supply needs.
11. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
12. Ensure appropriate storage conditions for all drugs, consumables and reagents.
13. Provision of drug education and counselling to people living with HIV/AIDS.
14. Training of health care workers in HIV treatment and care including proper storage and use of antiretroviral drugs.
15. Maintenance of accurate and up to date pharmacy records. Reporting of OI/ART drug and consumable use to operational district, provincial and national levels.
16. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
17. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
18. To liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

7. To work with due diligence in carrying out the tasks of the position.
8. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
9. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
10. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
11. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
12. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team laboratory technician (OI/ART5)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the provision of laboratory support services necessary for the care of people living with HIV/AIDS at the Referral Hospital within the OD CoC Framework.

Specific Responsibilities:

10. Supervision of laboratory services necessary for the care of people living with HIV/AIDS at the Referral Hospital including ensuring consistent availability of necessary laboratory investigations.
11. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
12. Ensure investigations necessary for the care of people living with HIV/AIDS are quality assured to the extent that these quality assurance programs are available to the laboratory.
13. Training of laboratory staff and other health care workers in procedures necessary for care of people living with HIV/AIDS.
14. Assist with the consistent supply of laboratory reagents through timely and accurate reporting of supply needs.
15. Maintenance of accurate and up to date laboratory records. Reporting of OI/ART care investigations to operational district, provincial and national levels.
16. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
17. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
18. Liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

7. To work with due diligence in carrying out the tasks of the position.
8. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
9. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
10. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
11. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
12. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team X-Ray technician (OI/ART6)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the provision of X-Ray services necessary for the care of people living with HIV/AIDS at the Referral Hospital within the OD CoC Framework.

Specific Responsibilities:

9. Provision of X-Ray services necessary for the care of people living with HIV/AIDS at the Referral Hospital including ensuring consistent availability of necessary X-Ray investigations.
10. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
11. Training of health care workers in procedures necessary for care of people living with HIV/AIDS.
12. Assist with the consistent supply of X-Ray film and reagents through timely and accurate reporting of supply needs.
13. Maintenance of accurate and up to date X-Ray records. Assist with OI/ART reporting to provincial and national levels.
14. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
15. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
16. Liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

7. To work with due diligence in carrying out the tasks of the position.
8. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
9. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
10. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
11. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
12. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital.

OI/ART TEAM

JOB DESCRIPTION

Title of the post: OI/ART care team Ultrasound technician (OI/ART7)

Accountable to: OI/ART care team leader

Accountable for: N/A

Job Summary:

To be responsible for the provision of Ultrasound services necessary for the care of people living with HIV/AIDS at the Referral Hospital within the OD CoC Framework.

Specific Responsibilities:

9. Provision of Ultrasound services necessary for the care of people living with HIV/AIDS at the Referral Hospital including ensuring consistent availability of necessary Ultrasound investigations.
10. Attain and maintain a comprehensive knowledge of HIV, to be able to deliver a high standard of patient care.
11. Training of health care workers in procedures necessary for care of people living with HIV/AIDS.
12. Assist with the consistent availability of Ultrasound investigations through ensuring regular maintenance and appropriate care of Ultrasound equipment.
13. Maintenance of accurate and up to date Ultrasound records. Assist with OI/ART reporting to provincial and national levels.
14. Assist with the implementation of OI/ART care activities including planning, supervision, provision of technical assistance and development of protocols and procedures.
15. Attend OI/ART care team meetings and other HIV care coordination meetings as required.
16. Liaise and collaborate with other Referral Hospital departments and units, PHD departments and programs, NGOs and other partners involved in HIV care in the Operational District.

General Responsibilities

7. To work with due diligence in carrying out the tasks of the position.
8. To cooperate helpfully within and between Referral Hospital departments to strengthen the performance of the Hospital.
9. To ensure regular, punctual and full-time attendance to duties during official working hours and additional activities necessary for the provision of HIV care including OI/ART care clinics.
10. To strive all times to assist the team to attain the highest levels of accuracy and honesty in all its activities.
11. To draw the attention of the OI/ART team leader immediately to any irregularity or other matter of significance affecting the efficient and honest functioning of the team.
12. To undertake any other duties assigned by the OI/ART team leader or Director of the Referral Hospital.

This job description may be modified at any time after consultation and agreement between the post holder, the OI/ART team leader and the Director of the Referral Hospital