



National Center for HIV/AIDS, Dermatology and STD (NCHADS), Sub implementer,
The Ministry of Health,
Funded by The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM)
Grand Name: KHM-C-MEF-H
Grand Number: 1999

VACANCY ANNOUNCEMENT

The National Centre for HIV/AIDS, Dermatology and STD (NCHADS) is one of the national programs of the Ministry of Health with lead responsibility for recommending and implementing policies, strategies and standard operating procedures for the health sector response to HIV/AIDS and STI in Cambodia. Through the programs management of effective health services.

NCHADS is looking for a highly competent of **1. Pharmacist-SHC, 2. Finance Officer NCHADS-SI, Finance Officer NCHADS-SSI, and Provincial Data Management Officer** under the direct supervision of Social Health Clinic Coordinator, Finance Manager and Head of Data Management Unit.

Post title (01) : Pharmacist-SHC-NCHADS (01 position)
Work location: Under supervision and support from the SHC Coordinator. The Pharmacist performs the following key functions:
NCHADS

Job Summary

To participate in all aspects of the pharmacy of the SHC including procurement, dispensing medication and provide counselling on adherence for PHA as part of a HIV treatment service including clinical research projects and training.

Specific Responsibilities

Patient care

- Dispense medication including ARV to SHC patients including the provision of counselling on drug dosage, side effects and adherence.
- Assist the Pharmacist Team Leader with stock management including estimation of drug requirements.
- Ensure that all pharmacy activity is entered into the SHC database, and in collaboration with the Research Assistants ensure that the database is maintained.
- Assist the Pharmacist Team Leader to ensure compliance with all pharmacy standard operating procedures including routine monthly reporting to the Senior Medical Doctor, in addition to timely reporting of any irregularity in the pharmacy.
- Assist in the conduct of research projects and maintain the pharmacy to the standards required for clinical research.
- Attain and maintain a very comprehensive knowledge of HIV particularly ARV and drugs used for opportunistic infections, to be able to deliver a high standard of patient care.
- Demonstrate the leadership, communication skills and competency required to train and support other health care workers
- Participate in the NCHADS-SI Training Programs including supervision of provincial health care workers field attachments at the SHC.
- Assist in the development and maintenance SHC and related research project standard operating procedures, and adhere to these procedures.

Research Projects

Where the pharmacist is assigned responsibility for a specific research project;

- Have a thorough knowledge of the relevant study protocol (including amendments).
- Coordinate patient care with research protocol requirements.
- Support the clinical trials' personnel at Site, especially by providing information about the correct formulations and doses of medicines
- Perform stock management of study specific pharmacy materials
- Ensure the accurate recording of data required by the research project in accordance with the protocol and the requirements of Good Clinical Practice (GCP).
- Maintain any Site specific documentation and study management forms as required for the good conduct of the study.
- Ensure all administrative requirements are met and filing is up-to-date.
- Be available as reasonably required for monitors and auditors and other visits by sponsors.
- Attend and participate in team meetings, training sessions and investigator meetings as required.

General Responsibilities

- Ensure participant privacy and confidentiality is maintained, and that the Social Health Clinic fosters a supportive nondiscriminatory environment.
- To strive to develop the Social Health Clinic as a Center of Excellence, for clinical care, training and research.
- To work with due diligence in carrying out the tasks of the position
- To cooperate helpfully within and between units to strengthen the performance of the Social Health Clinic and NCHADS
- To ensure regular, punctual and full-time attendance to duties during official working hours.
- To strive all times to assist the unit attain the highest levels of accuracy and honesty in all its activities.
- 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 Social Health Clinic and research projects.
- To undertake any other duties assigned by the Senior Medical Doctor, 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 Research Unit, and the Director of NCHADS.

Qualifications:

Essential:

- Pharmacist qualifications
- At least one-year experience in dispensing antiretroviral medication
- Prior experience in a management position, or demonstrated potential to take a leadership role.
- Good interpersonal skills, ability and experience providing medication counselling to patients.
- Sensitivity and ability to work with people living with HIV/AIDS
- Demonstrated ability to secure and maintain appropriate drug supplies
- Demonstrated understanding of planning, monitoring and reporting on achievements
- Ability to meet deadlines and produce reports.
- Computer literate (MS Office, Excel, Word, Power Point), internet and Email



- Fluent in Khmer, good written and spoken English

Desirable:

- Experience in drug management for clinical research
- Experience in training of health workers in pharmacy issues for PHA, including ARV, and adherence.

Post title (02)
Work location:
NCHADS.

Finance Officer - NCHADS-SI (01 position) Re-announcement

Working in Phnom Penh office. This program financed via The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). Under the supervision of the director of NCHADS, the Finance Officer, is responsible for day-to-day oversight by Finance Unit -NCHADS under GFATM-HIV/AIDS /KHM-C-MEF grant in Cambodia.

Job Summary:

Under the direct supervision of the finance manager, the Finance Officer will contribute to the financial management of the designated SSIs and NCHADS-SI ensuring that their reports comply with the GF and PR MEF rules and procedures. She/He work closely with the Senior Accounting Officer and Senior Finance Officer. He/she also has many contacts with external implementing partners and NCHADS technical units.

Specific Responsibilities:

Grant and Budget Management

- Contribute to the review of the NCHADS-SI and the designated SSIs detailed budget proposal, assumptions, based on the approved proposal by the GFATM.
- Participate to the Consolidation and verification of the budget (new or revised one) received from SSIs into the appropriate format.
- Contribute to the NCHADS-SI and designated SSIs budget reallocation (minor or major one) by preparing reallocation memo, updating tracking reallocation tale, reviewing SSI requests
- Cash disbursement: Review and comment on cash advance or cash disbursement request received from SSIs and prepare supporting documents to facilitate the consolidation of the disbursement plan. Keep track of disbursement and confirmation received from SSI.
- Reporting:
 - Prepare NCHADS-SI reporting (Monthly, quarterly, half yearly and yearly)
 - Prepare regular tax claim and tax report of NCHADS-SI as needed.
 - Prepare NCHADS-SI ad-hoc report requested by GF, PR MEF or MoH.
 - Review in a timely manner the designated SSI reports (monthly, quarterly, half yearly). This review includes but is not limited to the verification of completeness and appropriate SSI accounting, budget variance explanations etc.
 - Accounting system: review SSIs export ledger before importing it into NCHADS-SI system
- Be responsible for preparing and regularly updating of the Travel Related Cost plan
- Monitoring:
 - Contribute to NCHADS detailed budget preparation, reprogramming/adjustment
 - Where appropriate, review accounting supporting documents from SSI/SSSI before posting them into the NCHADS system, ensuring their quality and adequacy.
 - Contribute to keeping track and monitoring SSIs' respect of deadlines, by informing and following up with them.
 - Contribute to keeping track and monitoring also NCHADS' respect of deadlines such as but not limited to: timing for disbursing money to SSI, timing for giving feedback to monthly /quarterly report /half yearly/yearly report...

Internal Control

- Scrutinize and monitor all financial and accounting and period reports of SSIs to ensure that internal control procedures and independent external/internal audit recommendation are adhered to;
- Be Involved and coordinate with the finance team to strengthen and maintain the database system/filing of the Finance Section
- Assist the Sr. Officers in facilitating the NCHADS and SSI audit preparation and arrangement.
- Inform and consult with the Senior staff and Finance manager of any questions, discrepancies, or other problems with SSI/NCHADS activities/reports/others...
- Inform regularly - at least weekly-the senior officers on the status of the work in progress,

Capacity Building

- Provide directive and assistance to the designated NCHADS units/SSIs/SSSI in order for them to comply with financial and accounting management and reporting requirement of the GFATM and PR MEF guidelines
- Participate to the SI training for NCHADS Units and SSIs if needed/required

Liaison

- Liaise with implementing partners for any issue related to finance/accounting/treasury within his/her responsibilities
- Contribute with the finance team in responding to the GFATM, LFA, MoH-LIT, and PR MEF etc... for any issues related to finance section
- Collaborate with the NCHADS Unit to assist in the implementation of NCHADS-SI/SSIs' activities when need
- Attend Finance or NCHADS staff meetings, and other meetings as required, to ensure good coordination, collaboration, sharing information and solving cross-cutting issues
- Perform other duties requested by finance manager and NCHADS senior management team.

Requirements

- University degree in financial management, business, administration related
- Minimum 3 years Experiences in accounting, financial management in organization, especially reporting to donors
- Minimum 3 years Experiences in managing multi-grants international donors, especially grant the Global Fund
- Strong background in accounting
- Ability work minimal supervision direction
- Ability perform a standard deliver quality outputs
- Ability work collaboratively a team environment, delivering quality within given timeframes
- Proficiency in written and spoken English language. Khmer language will highly regarded;
- Computer literate capability email, Microsoft Office, related business communication tools
- Knowledge in Computerized accounting software (QB, Sun, Tompro)
- Organizational skill
- Familiarity with working with donor-funded programs and government is an advantage.

Post title (03)
Work location:
NCHADS.

Finance Officer -SSIs (01 Position) Re-announcement

Working in Phnom Penh office. This program financed via The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). Under the supervision of the director of NCHADS, the Finance Officer, is responsible for day-to-day oversight by Finance Unit -NCHADS under GFATM-HIV/AIDS /KHM-C-MEF grant in Cambodia.



Job Summary:

Under the direct supervision of the finance manager, the Finance Officer will contribute to the financial management of the designated SSIs and NCHADS-SI ensuring that their reports comply with the GF and PR MEF rules and procedures. She/He work closely with Senior Finance Officer. He/she also has many contacts with external implementing partners and NCHADS technical units.

Specific Responsibilities:

Grant and Budget Management

- Contribute to the review of the designated SSIs detailed budget proposal, assumptions, based on the approved proposal by the GFATM.
- Participate to the Consolidation and verification of the budget (new or revised one) received from SSIs into the appropriate format.
- Contribute to reviewing SSIs budget adjustment request (minor or major one) and make recommendations.
- Cash disbursement: Review and comment on cash advance or cash disbursement request received from SSIs and prepare supporting documents to facilitate the consolidation of the disbursement plan. Keep track of disbursement and confirmation received from SSI.
- Reporting:
 - a. Review in a timely manner the SSI reports (monthly, quarterly, half yearly and any other required report from PR-MEF, MoH-LIT, donor, management) and ensure their compliance with PR-MEF/MoH-LIT and GF rules. This review includes but is not limited to the verification of the SSI accounting, verification of SSI accounting records, budget variance explanations etc.
 - b. Contribute to the NCHADS consolidated report esp. but not limited to the ending balance verification on quarterly, semi-annual and annual basis
 - c. Review SSI export ledger before importing it into NCHADS system
- Travel related cost
 - a. Review in a timely manner the quarterly TRC plan submitted by designated SSIs and ensure their completeness and compliance with PR-MEF/MoH-LIT and GF guidelines.
 - b. Regularly keep track and circulate with team the weekly update of SSIs' TRC plan
- Monitoring:
 - a. Conduct regular monitoring and auditing of the SSI expenditures. Supervision report is done by the staff in charge during the supervision visit.
 - b. Where appropriate, review accounting supporting documents from SSI/SSSI before posting them into the NCHADS system, ensuring their quality and adequacy.
 - c. Contribute to keeping track and monitoring SSIs' respect of deadlines, by informing and following up with them.
 - d. Contribute to keeping track and monitoring also NCHADS' respect of deadlines such as but not limited to: timing for disbursing money to SSI, timing for giving feedback to monthly /quarterly report/half yearly/yearly report...

Internal Control

- Scrutinize and monitor all financial and accounting and period reports of SSIs to ensure that internal control procedures and independent external/internal audit recommendation are adhered to;
- Be Involved and coordinate with the finance team to strengthen and maintain the database system/filing of the Finance Section
- Assist the Sr. Officers in facilitating the NCHADS and SSI audit preparation and arrangement.
- Inform and consult with the Senior Finance Officer and Finance manager of any questions, discrepancies, or other problems with SSI activities/reports/others...
- Inform regularly - at least weekly-the Senior Finance officer on the status of the work in progress,

Capacity Building

- Provide directive and assistance to the designated SSIs/SSSI in order for them to comply with financial and accounting management and reporting requirement of the GFATM and PR MEF guidelines
- Participate to the SI training for NCHADS Units and SSIs if needed/required

Liaison

- Liaise with implementing partners for any issue related to finance/accounting/treasury within his/her responsibilities
- Contribute with the finance team in responding to the GFATM, LFA, MoH-LIT, and PR MEF etc... for any issues related to finance section
- Collaborate with the NCHADS Unit to assist in the implementation of NCHADS-SI/SSIs' activities when need
- Attend Finance or NCHADS staff meetings, and other meetings as required, to ensure good coordination, collaboration, sharing information and solving cross-cutting issues
- Prepare minutes of key meeting on financial issues, as requested by the Finance Manager
- Perform other duties requested by finance manager and NCHADS senior management team.

Requirements

- University degree in financial management, business, administration related
- Minimum 3 years Experiences in accounting, financial management in organization, especially reporting to donors
- Minimum 3 years Experiences in managing multi-grants international donors, especially grant the Global Fund
- Strong background in accounting
- Ability work minimal supervision direction
- Ability perform a standard deliver quality outputs
- Ability work collaboratively a team environment, delivering quality within given timeframes
- Proficiency in written and spoken English language. Khmer language will highly regarded;
- Computer literate capability email, Microsoft Office, related business communication tools
- Knowledge in Computerized accounting software (QB, Sun, Tompro)
- Organizational skill
- Familiarity with working with donor-funded programs and government is an advantage.

Post title (04)
Work location:
PHD Prey Veng
Province

Provincial Data Management Officer (01 position) Re-announcement

Accountable to: Head of Data Management Unit

Specific Responsibilities:

- To maintain the NCHADS STI, VCCT and OI, ART health facility and home-based care services data collection instruments.
- To work closely with NCHADS units and other partners to ensure regular collection and submission of patient data required for the data management system.
- To enter paper-based report from health facilities into databases
- To compile data on service availability and training.
- To compile, enter and maintain data in the data management databases.



- To prepare monthly, quarterly, annual and other reports based on the data management system.
- To assist the NCHADS unit to analyze data.
- To provide back up and supervision to health facilities, and ensure adequate feedback and dissemination of report

Required qualifications:

Essential:

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

Desirable

- Degree in computer Science or related field
- Ability to install, maintain databases software system (SQL server)
- Previous experience in working in HIV/AIDS field
- Residence in concern province

The closing date for submitting application is on the **26th August, 2021** at 5.00PM. Only *short-listed candidates will be notified. The full Terms of Reference and requirements can be requested via email address below.*

Application Information

Interested individuals meeting the above requirements are invited to send their CVs and a Cover Letters to the contact address below or via email at : recruit@nchads.org / admin.officer@nchads.org by specifying clearly the position apply for in the subject line, indicate current and expected salary and three references, and do not attached any supporting documents such as *certifications. The detail Term of Reference for each jobs are available upon request at the NCHADS information desk or by mail or can be download from the link in www.nchads.org.*

Contact Address: National Center for HIV/AIDS, Dermatology and STD (NCHADS) No. 245H, Street 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Chroy Changvar, Phnom Penh, Cambodia. Tel: 023 432 090 / 017 430 006 Email: recruit@nchads.org / admin.officer@nchads.org

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