



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

**VACANCY ANNOUNCEMENT**

The National Center for HIV/AIDS, Dermatology and STI (NCHADS) in the Ministry of Health is looking for a highly competent of following positions:

- Senior Logistics Management Officer (01 position) (replacement)

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

Post title ( 01) : Senior Logistics Management Officer (01 position)  
Work location: NCHADS  
Accountable to: Logistics Management Unit/NCHADS

**Job summary:**

To assist in overseeing the implementation of the all activities related to the Logistics Management Unit included forecasting and quantification for all commodities (ARV, RDT, Lab Reagent, Equipment and consumable) and to ensure the efficient supply chain and stock management for NCHADS program, He is also responsible in assisting the update of national stock status dashboard, strategic plan and SOP related to logistic and supply management. Moreover, he is a focal point for all logistic-related issues and also involves in preparing and organizing the supply and stock management training and supervision visits to pharmacists at ART sites within HIV grant.

**Specific Responsibilities**

- Manage NCHADS logistics officer activities to improve the supply chain of HIV drugs and HIV test kits and HIV Reagent in Cambodia
- Lead national forecasting and quantification exercise for HIV drugs and lab commodities and coordinate with internal and external HIV stakeholders and donor technical counterparts accordingly.
- Update List of Health Product (LoHP) and procurement plan for HIV drugs, HIV/Syphilis test kit and Laboratory commodity (VL, EID, HCV, STI), OI/STI Medicines, Condom Lubricant Syringe Needle and Consumable using GF grant, and National budget and work closely with NCHADS technical Unit, MoH-LIT, MEF, GF, LFA about follow up clarifications and fulfillment of orders.
- Regular Update ARV National Stock Dashboard tool to improve ARV stock management, increase drug uptake and reduce expired stocks.
- Monitor HIV drug and Laboratory Commodities report from CMS and facilities to identify commodity supply gaps and strengthen/address the bottlenecks of supply chain management issues for drawing the attention/intervention.
- Lead Forecasting Working Group to have regular meetings and update quarterly review of national quantification reports using consumption data and stock status report Vs patient regimen report for PSM, implement partner (UNOPS, CHAI, US-CDC, FHI, KHANA, RHAC, FI) and other HIV stakeholder's decisions.
- Identify and Coordinate capacity building activities on strengthening ARV drug and HIV test kit supply management systems including quantification, supply planning, and storage and inventory management for facilities level.
- Assist NCHADS Procurement to monitor commodities procurements from various sources and follow up regarding any issues with ongoing commodities procurements.
- Assisting updating the strategy plan, SOP and other plans for LMU when necessary
- Work closely with the NCHADS technical Unit, Department of Drug and Food (DDF), Central Medical Store (CMS), donor (Global Fund), implement partner (UNOPS, CHAI, US-CDC, KHANA, RHAC, FL...) and other HIV stakeholders to improve procurement and supply management of HIV commodities.

**Required qualifications**

**Essential:**

- Full time working in NCHADS Logistic Management Unit
- At Least Bachelor Degree in IT or Pharmacist or Bachelor Public Health or equivalent
- At least 3 years of progressive experiences in management of all commodities include Pharmaceutical, ARV Drug, RDT Test kit and consumables related HIV/STI
- Good knowledge of English both in writing and speaking
- Well understanding of LMIS (Logistic Management Information System) and Ms. Office
- Excellent in interpersonal and communication skill (verbal and email)
- A strong desire to work in a team oriented and able to handle multiple tasks at once
- \*\*\*Previous training experience computers (MS Office, advance Excel)

The closing date for submitting application is on the **01<sup>st</sup> August, 2023** 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](mailto:recruit@nchads.org) / [admin.officer@nchads.org](mailto: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](http://www.nchads.org).*

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