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: 3599

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:

- **Program Coordinator for HIV Program Implementation and Management** **(01 position) (Re-announce)**
- **Data Management Officer-Software Developer** **(01 position) (Re-announce)**
- **Provincial Data Management Officer (PVH)** **(01 position) (Re-announce)**
- **Provincial Data Management Officer (Kandal)** **(01 position) (Replacement)**
- **Data Entry Clerk_RH Roka (BTB)** **(01 position) (Re-announce)**
- **Data Entry Clerk_RH Prey Kabbas (TKO)** **(01 position) (Replacement)**
- **Data Entry Clerk_Clinic ART1_NCHADS** **(01 position) (Replacement)**

Working in Phnom Penh office and provinces. This program financed via The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). Under the direct supervision of the director of NCHADS-SI, **Program Coordinator for HIV Program Implementation and Management, Data Management Officer-Software Developer, Provincial Data Management Officer (PVH&KDL), Data Entry Clerk_RH&RH Prey Kabbas and Data Entry Clerk_Clinic ART1_NCHADS** are responsible for day-to-day oversight by Planning and Monitoring Unit, and DMU unit of NCHADS-SI under GFATM-HIV/AIDS /KHM-C-MEF-H grant in Cambodia.

Post title (01)	:	**Program Coordinator for HIV Program Implementation and Management (01 position) (Re-announce)**
Work location	:	**NCHADS (PHNOM PENH)**
Accountable to	:	**Planning and Monitoring Unit/NCHADS**

1. Job Summary

The selected candidate will be responsible for program coordination and monitoring and evaluation of the HIV program implementation that is managed by SI-NCHADS to achieve the objectives and goals of the KHM-C-MEF grant 2024-2026 in alignment with the approved HIV performance framework, work-plan, procurement and budget plans. The selected candidate will work in the role of project coordinator in the NCHADS M&E team, in collaboration with the Finance and Procurement teams, and under the direct supervision of the Head of Planning, Monitoring & Evaluation (PMR) Unit and the Senior Management Team of SI-NCHADS, and The Program Coordinator will also be responsible for specific tasks required by the Global Fund/Ministry of Economy and Finance (MEF)/Ministry of Health-Lead Implementation Team (MoH-LIT) and the Cambodia Country Coordinating Committee (CCC).

2. Specific Responsibilities

Under the supervision and support from the SI Senior Management Team, and under direct supervision by the Head of Planning, Monitoring & Evaluation (PMR) Unit, the Senior M&E officer performs the following Core Technical Functions:

● Overall coordination of the NCHADS Team (including the M&E, Finance, and procurement teams) and ensure that decisions relating to HIV/STI program management and implementation are properly implemented with appropriate consultation with the Head of PMR unit and Senior Management Team of SI-NCHADS as needed.

● Assist the NCHADS team in implementing the GF supplementary guidelines and other GF guidelines and requirements and queries from the GFATM, MEF, MoH-LIT, CCC (for e.g. Pulse Checks, Progress Updates, Reprogramming, Annual Workplan & Budget - AWPB, etc.) and ensure that the Program staff at different levels correctly understand and complete these appropriately and on time.

● Work with the Senior Management Team to address problems and bottlenecks to improve the effective implementation of the HIV grant; this would include GF recommended Management Actions and Risk Mitigation Actions

● Assist the NCHADS-M&E team in developing and updating SI and SSIs' performance frameworks accordingly in regards to the HIV performance framework approved by the PR-MEF, MoH-LIT, the CCC, and the GF.

● Provide guidance as needed with regard to updated GF information related to the program implementation.

● Follow up on timely submission of plans, reports or any other requested technical documentation from the SSIs;

● Liaise and coordinate with NCHADS senior management team and SSIs involved in the program implementation process and other technical partners in health (OIs, NGOs, Multilateral, CBOs, etc.);
□Prepare the minutes of the meetings with the Global Fund, MEF/MOH-LIT and the CCC.

● Attend regular NCHADS' staff meetings to ensure the good coordination, collaboration, sharing information, and solving the cross-cutting issues.

● Perform all professional tasks as member of the SI-NCHADS' M&E team, joining team processes and collaborate effectively with other NCHADS technical units;
Collaboration in conducting supervision visits with the NCHADS team (M&E, Finance, Procurement) to monitor HIV/STI project implementation by SSIs and SSSIs.

● Perform other duties as requested by the supervisor and the Senior Management
Team of SI-NCHADS.

3. Qualification Requirement

● Master of Public Health, or epidemiology (Background in Public Health, health project coordinator or in similar areas will be an advantage).

● At least 6 years of work experience in project coordination including development and technical assistance particularly for government institution (Experience in HIV coordinating of program implementation, planning, M&E of Global Fund Grant is preferable).

● Broad knowledge and experience in implementation of HIV/AIDS prevention, care and treatment programs.

● Having worked in relevant institutions (NGOs or Government) with duties and responsibilities on project coordination and

management of HIV program implementation**.**

- High proficiency in Khmer and English, both in writing and speaking

- Extensive working knowledge of MS Office suite: Word/Excel /Outlook/PowerPoint.

- Excellent in communication skill in English (verbal, written and email)

- A strong desire to work in a team-oriented environment

- Able to handle multiple tasks at once

Post title (02):
- Ability to work overtime, if necessary, in special situation to meet program deadlines is preferred

Work location

Data Management Officer-Software Developer (01 position) (Re-announce)

Accountable to:

NCHADS (PHNOM PENH)

Data Management Unit/NCHADS

Job summary:

To assist the MPI project and Senior Software Developer to set up comprehensive database to support and allow users to capture and save information across various databases system and develop a helpful dashboard and data uses.

Specific Responsibilities

1. To assist in developing Database and Web application for STI and HIV prevention and treatment program for NCHADS
2. To assist in modifying and publishing existing applications including DHIS2 application, written in .NET such as VB.NET, C# and PHP/ Laravel Web App while following steps of Software Development Life Cycle
3. To assist in Software Test, QC and QA that are also the main tasks and ensure all NCHADS Databases System are well functioning.
4. To assist Users at sites level for well-functioning of NCHADS database and DHIS2 application
5. To analysis needs for data collection and data use of all NCHADS Units, and NCHADS Programs
6. Develop, maintain, and update database and web application to manage required information.

General Responsibilities

1. To work with IT Software team in carrying out the tasks of the position.
2. To cooperate helpfully within other units to strengthen the performance of NCHADS.
3. To ensure regular and full-time attendance to duties during official working hours.
4. To draw 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.
5. To undertake any other duties assigned by Seniors and Management Team.
6. To participate in developing work plan and supporting document for activity in team.

Job Requirements

Qualifications:

- BA in Computer Science, IT or Information System, or equivalent area of technical study

Experiences:

- 3 years experiences in Database Software Development
- Experience in Web Database application

Competencies:

- Knowledge of practices and IT operations in an always-up, always-available service
- knowledge of Scrum or Agile Software Development methodologies
- Familiarity with software development in C#, VB.NET, PHP/ Laravel, React, Node.JS
- Knowledge SQL server administration, MySQL and SQL scripting language.
- Good experience with Windows or Linux operating system environments
- Good command of both spoken and written English.

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

Post title (03) :

Work location:

Provincial Data Management Officer (01 position) (Re-announce)

Accountable to:

PHD, Preah Vihear Province

Data Management Unit/NCHADS

Job summary:

To assist with health facilities and PHD staff on the design and maintenance of data management tools, the data collection and data analysis of VCCT, ART, PNTT, PrEP, PEP, EID, TB/HIV, PMTCT, STI, NPD services.

Specific Responsibilities

1. To work in team with the PHD staff
2. To maintain the NCHADS' Database applications: VCCT ART, PNTT, PrEP, PEP, EID, TB/HIV, PMTCT, STI, and NPD health facility data collection instruments. And assist MPI data analyze, dashboard and data entry.
3. To maintain the computers of data management system, printer, network connectivity and Test-Result Remote Printing.
4. To work closely with health facilities and other partners to ensure regular collection and submission of patient data required for the data management system.
5. To enter paper-based data from health facilities into Data management databases.
6. To compile data on service availability
7. To compile, enter and maintain data in the data management databases and review/clean-data for data quality of Prevention, HIV Testing and Treatment program.

8. To prepare monthly, quarterly, annual, and other reports based on the data management system and to send the data sets to NCHADS data management unit on time as deadline.
9. To provide basic information for decision makers to conduct data analysis and data use.
10. To provide back up to health facilities staff, and ensure adequate feedback and dissemination of report.
11. Play a role as Data Entry Clerk when Data Entry clerk is vacancy or taking long leave.

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 PASP.
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 PASP 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 PHD and PASP manager

Job Requirement:

Qualifications:
- Degree in computer Science or related filed
- 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
- Good interpersonal skills
- Residence in base province

Experiences:
- One years working experience in IT with similar position
- Ability to install, maintain databases software system (MySQL/SQL server)
- Experiences on working in HIV/AIDS field
- Experiences on Virtual Meeting App as Zoom or Microsoft Team or Google meeting.

Competencies:
- Strong computer skills in Computer Maintenance and Networking
- Knowledge in: Microsoft Office skill (Ms-Word, Ms-Excel and Ms-Power point).
- Good command of both spoken and written English

Post title (04) :

Work location :

Accountable to:

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

Provincial Data Management Officer (01 position) (Replacement)

PHD, Kandal Province

Data Management Unit/NCHADS

Job summary:

To assist with health facilities and PHD staff on the design and maintenance of data management tools, the data collection and data analysis of VCCT, ART, PNTT, PrEP, PEP, EID, TB/HIV, PMTCT, STI, NPD services.

Specific Responsibilities

1. To work in team with the PHD staff
2. To maintain the NCHADS' Database applications: VCCT ART, PNTT, PrEP, PEP, EID, TB/HIV, PMTCT, STI, and NPD health facility data collection instruments. And assist MPI data analyze, dashboard and data entry.
3. To maintain the computers of data management system, printer, network connectivity and Test-Result Remote Printing.
4. To work closely with health facilities and other partners to ensure regular collection and submission of patient data required for the data management system.
5. To enter paper-based data from health facilities into Data management databases.
6. To compile data on service availability
7. To compile, enter and maintain data in the data management databases and review/clean-data for data quality of Prevention, HIV Testing and Treatment program.
8. To prepare monthly, quarterly, annual, and other reports based on the data management system and to send the data sets to NCHADS data management unit on time as deadline.
9. To provide basic information for decision makers to conduct data analysis and data use.
10. To provide back up to health facilities staff, and ensure adequate feedback and dissemination of report.
11. Play a role as Data Entry Clerk when Data Entry clerk is vacancy or taking long leave.

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 PASP.
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 PASP 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 PHD and PASP manager

Job Requirement:

Qualifications:
- Degree in computer Science or related filed
- 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
- Good interpersonal skills
- Residence in base province

Experiences:

- One years working experience in IT with similar position
- Ability to install, maintain databases software system (MySQL/SQL server)
- Experiences on working in HIV/AIDS field
- Experiences on Virtual Meeting App as Zoom or Microsoft Team or Google meeting.

Competencies:
- Strong computer skills in Computer Maintenance and Networking
- Knowledge in: Microsoft Office skill (Ms-Word, Ms-Excel and Ms-Power point).
- Good command of both spoken and written English

Post title (05) :

Work location:

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

Data Entry Clerk_RH Roka (BTB) (01 position) (Re-announce)

Roka Referral Hospital, Battambang province

Job summary: To assist with the entry of data at VCCT/ART services.

Specific Responsibilities

1. To work as a team closely with the ART team
2. To maintain the NCHADS VCCT, ART, PNTT, PrEP, PEP, EID, TB/HIV, PMTCT data collection instruments and other instruments related to tracking and improve quality of care
3. To enter, maintain and clean data in the data management databases and MPI.
4. To prepare daily, monthly, quarterly, annual, and other reports based on the data management system requirement to PDMO on time as deadline.
5. To assistant with counselor on review data on paper form and reports.

General Responsibilities
1. To work with due diligence in carrying out the tasks of the position.
2. To ensure regular, punctual and full-time attendance to duties during official working hours.
3. To strive all times to assist the ART team attain the highest levels of accuracy and honesty in all its activities.
4. To undertake any other duties assigned by the ART Team, PDMO and PASP manager

Qualifications:
- Finish high school
- Ability to conduct multiple tasks and effectiveness in high-pressure situations
- Ability to travel within the province
- Residence in base province

Experiences:
- Experiences on working in HIV/AIDS field
- Experiences on Virtual Meeting App as Zoom.

Competencies:
- Knowledge in computer
- Knowledge in: Ms-Word, Ms-Excel and Ms-Power point and Email.
- Good command of both spoken and written English
- Good interpersonal skills

Post title (06) :

Work location :

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

Data Entry Clerk_RH Prey Kabbas (TKO) (01 position) (Replacement)

Prey Kabbas Referral Hospital, Takeo province

Job summary: To assist with the entry of data at VCCT/ART services.

1. To work as a team closely with the ART team
2. To maintain the NCHADS VCCT, ART, PNTT, PrEP, PEP, EID, TB/HIV, PMTCT data collection instruments and other instruments related to tracking and improve quality of care
3. To enter, maintain and clean data in the data management databases and MPI.
4. To prepare daily, monthly, quarterly, annual, and other reports based on the data management system requirement to PDMO on time as deadline.
5. To assistant with counselor on review data on paper form and reports.

General Responsibilities
1. To work with due diligence in carrying out the tasks of the position.
2. To ensure regular, punctual and full-time attendance to duties during official working hours.
3. To strive all times to assist the ART team attain the highest levels of accuracy and honesty in all its activities.
4. To undertake any other duties assigned by the ART Team, PDMO and PASP manager

Qualifications:
- Finish high school
- Ability to conduct multiple tasks and effectiveness in high-pressure situations
- Ability to travel within the province
- Residence in base province

Experiences:
- Experiences on working in HIV/AIDS field
- Experiences on Virtual Meeting App as Zoom.

Competencies:
- Knowledge in computer

- Knowledge in: Ms-Word, Ms-Excel and Ms-Power point and Email.
- Good command of both spoken and written English
- Good interpersonal skills

Post title (07) :

Work location :

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

Data Entry Clerk_ART1_NCHADS (01 position) (Replacement)

NCHADS (PHNOM PENH)

Job summary: To assist with the entry of data at VCCT/ART services.

1. To work as a team closely with the ART team
2. To maintain the NCHADS VCCT, ART, PNTT, PrEP, PEP, EID, TB/HIV, PMTCT data collection instruments and other instruments related to tracking and improve quality of care
3. To enter, maintain and clean data in the data management databases and MPI.
4. To prepare daily, monthly, quarterly, annual, and other reports based on the data management system requirement to PDMO on time as deadline.
5. To assistant with counselor on review data on paper form and reports.

General Responsibilities
1. To work with due diligence in carrying out the tasks of the position.
2. To ensure regular, punctual and full-time attendance to duties during official working hours.
3. To strive all times to assist the ART team attain the highest levels of accuracy and honesty in all its activities.
4. To undertake any other duties assigned by the ART Team, PDMO and PASP manager

Qualifications:
- Finish high school
- Ability to conduct multiple tasks and effectiveness in high-pressure situations
- Ability to travel within the province
- Residence in base province

Experiences:
- Experiences on working in HIV/AIDS field
- Experiences on Virtual Meeting App as Zoom.

Competencies:
- Knowledge in computer
- Knowledge in: Ms-Word, Ms-Excel and Ms-Power point and Email.
- Good command of both spoken and written English
- Good interpersonal skills

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

The closing date for submitting application **is on the 19th January, 2025** at 5.00PM. Only *short-listed candidates will be notified. The full Terms of Reference and requirements can be requested via email address below*.

<u>**Application Information**</u>

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 : <u>recruit@nchads.org</u>/ <u>admin.officer@nchads.org</u> 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 <u>www.nchads.org</u>.*
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/<u>admin.officer@nchads.org</u>

Note: Applicants who engage with government official is not eligible to apply for above positions.
ចំណាំៈបេក្ខជនដែលមានក្របខណ្ឌមន្ត្រីរាជការមិនត្រូវបានអនុញ្ញាតិឲ្យដាក់ពាក្យស្នើសុំបម្រើការងារសម្រាប់តួនាទីខាងលើទេ។