



MINISTRY OF HEALTH
Greater Mekong Subregion Border Areas Health Project
ADB Loan No. 4233-CAM (COL)/Grant No. 0856-CAM (SF)

**Job
Advertisement**

Recruitment: Project Support Staff

The Government of Kingdom of Cambodia has received a Loan of USD27 million and Grant USD5.55 million from Asian Development Bank toward the cost of Greater Mekong Subregion Border Areas Health Project. The project will improve access to quality health services for populations residing in and migrating across Banteay Meanchey Province in Cambodia's northwest, as a transit point for migrants departing to and returning from Thailand and a destination point for internal migrants seeking opportunities in the province's special economic zones (SEZs) and informal sector industries. The project will invest in new health facilities and equipment, expand the availability of clinical care and migrant-specific health services, improve the quality of the health workforce, and extend health-care-related financial protection to migrants.

The Ministry of Health, GMS-BAHP Project is recruiting the following Project Support Staff to assist the Project as below:

1. Project Administrator (1 position)

Key Responsibilities:

- Support administrative affairs within the PMU for a proper flow of information and documents for concerned Implementing Agencies (IAs), as specified in the Operational Manual;
- Draft correspondence in Khmer and English for communication within the Ministry, with other ministries and agencies;
- Assisting in maintaining contracts and Memorandum of Understanding (MOUs) for both local and expatriate staff, and IAs;
- Maintaining the filing/record keeping system for the PMU, including the maintenance of all documents and personnel (consultants) files;
- Assisting, if required by management, in the recruitment and selection of consultants, selection reports, and renewal of contracts following Cambodia Government's SOP.
- Keeping up-to-date PMU personnel and other relevant policies, SOP and other procedures;
- Organizing meetings and appointments and arranging transportation for project;
- Assisting in the production of project documents, including annual report, quarterly report, and other publications;
- Maintaining an up-to-date vehicle logbook of all funded/procured vehicles under the administration of the project;
- Handling any other tasks which may reasonably be assigned Project Director

Minimum Qualifications

- Bachelor Degree in Management, Finance, Business Administration, or similar field;
- Five years of work experiences in project administrative management;
- Previous experience in implementation of external funded project with Government Agencies in Cambodia is required;
- Understanding of management flow of the Ministry of Health;
- Fully competent in speaking and writing English and the national language;
- Computer skills in Microsoft Office, Internet and Email.

2. Procurement Assistant (1 Position)

Key Responsibilities:

- Assist in preparing and updating procurement plan for the project by collecting all relevant information to group the goods, works and services into packages so that they will attract wider competition,
- Assist in preparing bidding documents/request for proposals
- Prepare advertisement to be placed in local and/or international media as appropriate,
- Assist in organizing the bids/proposal opening to ensure well prepared in advance.
- Assist in preparing the bids/proposals evaluation report.
- Assist in preparing contract document and contract management
- Assist in monitoring the performance of Contractors/Suppliers and Consultants,
- Assist PMU to conduct the individual consultant's performance assessment.

- Assist relevant Implementing Agencies (IAs) in preparing Technical Specification/Terms of Reference compliance with procurement perspectives for procurement of goods/consulting services as in approved procurement plan.
- Assist in filing and documentation of all relevant procurement documents and records
- Perform other tasks as assigned by Project Director.

Minimum Qualifications

- At least Bachelor Degree in Business Administration, or other equivalent fields,
- At least 3 years of work experience in procurement, secretarial works or related fields,
- Previous experience in implementation of external funded project with Government Agencies in Cambodia is required;
- Good in English both spoken and written skill, and computer literacy

Detail Terms of Reference is available via address below.

Interested candidates shall submit CV including a cover letter, by or before **19 February 2025 at 05:00 PM** to **H.E.Dr. Moeung Vannarom**, Project Coordinator, Ministry of Health, Greater Mekong Sub-Region Border Area Health Project, address: #18, Street 118, Sangkat Mittapheap, Khan 7 Makara, Phnom Penh, Cambodia. Tel: (855) 23 998 549 or Email to: moeungvannarom@gmail.com with copy to kou.raksmey@yahoo.com and secretary_gms_cdc@online.com.kh.