



**EMPLOYMENT OPPORTUNITY
WITH AN INTERNATIONAL NON-GOVERNMENT ORGANIZATION (INGO)**

Population Services International (PSI) is a leading global health organization with programs targeting malaria, child survival, HIV and reproductive health. Working in partnership within the public and private sectors, and harnessing the power of the markets, PSI provides life-saving products, clinical services and behavior change communications that empower the world's most vulnerable populations to lead healthier lives. PSI has programs in 67 countries. For more information, please visit www.psi.org

We are currently seeking a talented and motivated Vietnamese individual to work **full time** with our dynamic team in **Hanoi** for following position:

Job Title: RESEARCH COORDINATOR
Report to: Strategic Information (SI) Manager

Job purposes: This position reports to the SI Manager and will oversee different quantitative and qualitative research studies for program development, monitoring and evaluation. The position is responsible for developing quantitative and qualitative research design, research tools and instruments, selecting and working with local research partners, analyzing data and conducting dissemination activities—both internally and externally.

Major duties:

- Lead and manage the development and implementation of quantitative research studies
- Oversee and manage field activities such as data collection and data entry with local research agencies, and/or consultants, and ensure quality control over study design, field implementation and data collection.
- Conduct other research activities (assessments etc.) and improve use and availability of secondary research resources, networking with relevant agencies, and overseeing secondary data analyses as necessary.
- Assist SI Manager to create, manage, and implement the annual research plan and budget, adapting these tools as projects evolve, new projects are secured, and as needs are identified.
- Contribute to efforts to disseminate and discuss PSI research findings both internally and externally through report writing, verbal presentations at workshops/meetings with staff, partners, and the broader health community.

Selection criteria

- Background in public health, statistics, epidemiology/public health, or other related field. Experience in HIV/AIDS research an added advantage.
- Experience with quantitative survey research including sampling, questionnaire design, etc.
- Experience with computer software for data entry and analysis, including Epidata and SPSS. Experience with Access or other database management programs will be a plus.
- Strong written and spoken communication skills in English and Vietnamese required.

A competitive remuneration package will be offered to the successful candidate

Interested candidates are requested to submit detailed curriculum vitae (CV) with a letter of interest indicating the position you are applying for as well as copies of relevant certificates **no later than 17:00 on June 5th, 2012** to **HR Department, PSI Vietnam; Address: 4th Floor, Side B, TOSERCO Building, 273 Kim Ma, Ba Dinh, Hanoi; Email: hr@psi.org.vn or fax: (04)3944 6323; Only short-listed candidates will be contacted for interviews. Please do not contact via telephone. Dossier will not be returned**