

# Project Coordinator

The Woolcock Institute is lung health research organisation, based at Sydney University, Australia (<http://www.woolcock.org.au/>). The Institute has operated in Vietnam since 2009, and is undertaking large and important operational and epidemiological research projects in collaboration with the National Tuberculosis Program in 9 Provinces, including Hanoi and Ho Chi Minh City. Research in Vietnam currently focuses on tuberculosis but we anticipate that it will expand into other areas including programmatic management of chronic lung disease (asthma and COPD), air pollution research and preventive interventions that are relevant to lung health. The Woolcock also runs training in epidemiological and operational research methods for Vietnamese doctors and public health workers.

**Location:** 01 position based in Hanoi or Da Nang, or Quang Nam.

**Role:** The Project Coordinator is responsible for overseeing and implementation of the ACT4 research (in Quang Nam and Da Nang).

**Report structures/relationships:** Country Director

## **Main duties and Responsibilities:**

- Liaise with relevant staff and stakeholders to implementing the study as planned.
- Oversee staff employed to conduct the field work for this project in 2 provinces.
- Assist to pilot test the Manuals of Procedures, data collection tools, databases and reporting forms and translate into Vietnamese.
- Develop health promotion materials and conduct the training for study staff and NTP staff.
- Develop and update study log frame and field work plan.
- Perform monitoring visits to conduct training and monitoring of the research by staff in those places.
- Coordinate the day-to-day fieldwork of field staff.
- Monitor data quality, supervise data management and analyse the data under the Coordinating center's guideline.
- Ensure the project complies with administration and financial requirements of the project and its sponsors.
- Translate project documents.

- Communicate at least weekly with the NTP Project Coordinator and provincial field staff on study progress.
- Ensure that any adverse events or safety issues arising from the research are documented and promptly reported to the Country Director.
- Report to Chief Investigator and Principle Investigator on project progress and issues weekly and participate in online meeting every two weeks.
- Report to the Country Director without delay any major problems in implementation of the project.
- Other tasks as required.

#### **Required education, skills and qualities**

##### **a. Education:**

- University degree in public health or related field, preferable having a master degree

##### **b. Professional Experience:**

- Preferably at least 5 years of experience in field work for research projects

##### **c. Skills:**

- Good management skills;
- Professional use of personal computer utilizing word processing and spreadsheet software programs;
- Excellent communication skills.
- Excellent English (written and spoken)

Interested applicants should send an application letter together with a CV in English to the following address with the subject title "Project Coordinator Application", no later than October 15th, 2016.

The detailed Job Description is available upon request. Only short-listed candidates will be contacted for interviews. The application will not be returned. Electronic application is acceptable.

#### **Applications should include:**

(a) a cover letter

(b) a detailed Curriculum Vitae

(c) the names and contact details of least three senior referees

Send applications by mail to: Dr. Nguyen Thu Anh

Add: #203, Building 2G, 298 Kim Ma Street, Ba Dinh District, Hanoi, Viet Nam.

Phone: (84-4) 3762 1938

Email: [thuanh.nguyen@sydney.edu.au](mailto:thuanh.nguyen@sydney.edu.au) cc to [greg.fox@sydney.edu.au](mailto:greg.fox@sydney.edu.au) and [diepth2013@gmail.com](mailto:diepth2013@gmail.com)