

Assistant Supervisor

The Woolcock Institute is lung health research organization, 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.

The Woolcock Institute is undertaking a new five year study of community-based screening of tuberculosis in Ca Mau Province. This study will run from 2013 to 2018. We are looking for a motivated and skilled people to work with our organization in implementing this major project.

Role:

The Assistant Supervisor is responsible for overseeing planning and implementing the fieldwork research in Ca Mau. This position manages to all fieldwork team members based in Ca Mau.

Report structures/relationships: Trial Coordinator

Main duties and Responsibilities:

- Liaise the local, district, commune and village authorities on issues regarding fieldwork.
- Planning
 - Planning for screening and prepare the official document
 - Make sure that the plan is followed strictly by the field teams
- Field work
 - Arrange and join to surveying, screening activities
 - Train and supervise field team to make sure the team follows the SOP
 - Coordinate the day-to-day fieldwork
 - Be responsible for quality control procedure (including , but not limited to, random phone calls, random visits to checking screening quality)

- Monitoring of the implementation of the trial including subject recruitment and implementation of all study procedures, and dealing with queries
- Supervise data from screening
- Registration and management of adverse events
- Report to the Trial Coordinator without delay any major problems in preparation, execution or data management of the daily field work
- Financial and administration
 - Train and supervise financial for field team make sure the financial follow the SOP
 - Ensure efficient expenditure of field resources
 - Supervise of into and out of the screening items.
- Data management & TB patient
 - Oversee data management work performed by project staff and partners
 - Ensure data system is operational
 - Manage data entry works/teams
 - Troubleshoot data submission errors and data error issues
 - Perform and document procedures for data preparation including data cleaning, standardization and analysis
 - Be responsible for quality control procedure (including , but not limited to, random phone calls to check visits, and also checking data entry quality)
 - Regularly summarize data
 - Ensure data management procedures and projects have set timelines and meet established deadlines
 - Guide the vice team leader/field staff follow the 24h follow-up SOP.
 - Reporting on TB patient data on time.
- HR:
 - Support to Trial Coordinator recruitment and train of field staff to conduct screening
- Reporting:

- Preparing weekly, monthly reports for the Trial Coordinator on progress of trial implementation
- Assisting in preparation of the other study report

Key attributes / Selection criteria:

- University degree in public health or related field, preferable having a master degree
- Preferably at least 5 years of experience in field work for research projects
- Managerial skills
- Highly motivated, willing to learn, service-oriented and able to work under high pressure and within a limited time frame
- Professional use of personal computer utilizing word processing and spreadsheet software programs
- Excellent communication skills
- Excellent English (written and spoken) as preference

Interested applicants should send an application letter together with a CV in English to the following address with the subject title "Assistant Supervisor", no later than November 30th, 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 including a response to each of the essential selection criteria
- (b) a detailed Curriculum Vitae
- (c) the names and contact details of least three senior referees

Send applications by email to: Ms. Tran Hoang Diep

Add: Apartment 203, Building 2G, Van Phuc Diplomatic Compound, 298 Kim Ma Street, Ba Dinh district, Hanoi city, Viet Nam

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