

Project Officer – VCAPS Study



Job description: Project Officer – VCAPS Study

Organisation: Woolcock Institute of Medical Research in Vietnam

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, we undertake large and important operational and epidemiological and clinical research projects in collaboration with the National Tuberculosis Program in 11 Provinces, including Ha Noi and Ho Chi Minh City. The Woolcock also runs training in epidemiological and operational research methods for Vietnamese doctors and public health workers.

Currently the Woolcock directly employs 60 full-time staff in Hanoi, Ho Chi Minh City and Ca Mau.

Location: based in Ha Noi.

Duration: 12 months appointment, with consideration for subsequent extension.

Direct report: VCAPS Study Manager

Key staff working in the project:

Study Manager, Project Officers, Project Interns

Local health workers

Roles:

To support the implementation of the study on COPD/asthma and smoking. The role includes:

- Participate in data collection in Hanoi sites for main studies of VCAPS
- Participate in supporting other sub studies within VCAPS as needed
- Support the Study Manager in administrative and financial work
- Support the data analysis for Hanoi sites and others

Duties and Responsibilities:

- Support the development of research protocol
- Participate in relevant training on research protocol, methods and techniques for data collection
- Participate in the development of patient recruiting and follow up procedures in each study site
- Work with partners to recruit patients into the study and get consent from participants to participate in the research
- Collect qualitative and quantitative data as required in the field, ensure that the protocol is strictly followed
- Complete data forms accurately and timely

- Follow up patients for interviews and assessment of respiratory after 4 weeks and 12 months
- Communicate issues occurred in the field timely for the study Manager for solutions
- Maintain good relations with partners in the field and report to the study Manager any issues if occurred
- Participate in other sub studies within VCAPS, including desk review, project documentation, data collection and analysis as needed
- Participate in report development by providing comments and inputs
- Support the communication activities for the study, including website development
- Support the organization of meetings, conferences administratively and financially
- Support the filing of study documents (both hard and soft copies)
- Support the process to get IRB approvals and MOH approvals
- Support the development of study correspondence to partners
- Provide translation of study documents when needed
- Communication with the V-CAPS Study Manager, and the Chief Investigators on data collection process, results and issues if any
- Working closely with the Study Manager, the Country Director, and Chief Investigators
- Performance of other duties as assigned

Key attributes/Selection criteria

- Degree in Science, Pharmacy, Medicine, Nursing, Public Health or related field.
- Experience in conduct, coordinating, monitoring or quality assuring of clinical research
- Proven oral and written presentation skills.
- Excellent diplomatic communication and interpersonal skills.
- High level of organizational and record keeping skills.
- Excellent Vietnamese and English language skills.
- Scientific and/or clinical knowledge needed to monitor the trial adequately
- Understanding of ICH-GCP guidelines, local and international regulations on clinical research.
- Self-starter, detail-oriented, good time management, problem solver, flexible and adaptable, self-confident
- Willing to travel within Viet Nam

Application Procedure

Interested applicants should send a cover letter together with a CV in English no later than **05th December 2017** by submitting the application form in the link as follows:

<https://airtable.com/shrEHhrmyayGTWOjs>

Only short-listed candidates will be contacted for interviews. The application will not be returned.