

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international non-governmental organization that works with the Vietnam Ministry of Health, other ministries, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese population, particularly vulnerable and disenfranchised groups. FHI 360 is currently building the capacity of local organizations in HIV/AIDS prevention, care, and treatment; clinical research for the development of vaccines and drugs for infectious diseases; tobacco control; and laboratory strengthening.

We are currently seeking qualified, and highly motivated Vietnamese nationals to fill our three vacancies in **Hanoi office**.

1. Project Manager I, Global Research and Services (GRS)

Provide day-to-day project management of the sponsored research. Work with staff to ensure the planning, execution and finalization of projects according to the contracted scope of work, budget and timelines. Assess resources and coordinate efforts of team members in order to deliver projects according to plan. Ensure that project objectives are managed and defined and that quality is maintained throughout the completion of the project life cycle. Provide guidance and monitoring for project staff, ensuring clarity over project plans and priorities and encouraging effective team work.

Required minimum qualifications: Bachelor's degree or its international equivalent in public health, medicine, pharmaceutical, project management, or a related field and 5-8 years of project management experience in international clinical research settings, or an equivalent combination of relevant education and/or experience sufficient to successfully perform the key responsibilities of the job.

2. Lead Clinical Research Associate

Lead the clinical monitoring work of assigned studies. Work with other FHI 360 staff at assigned study sites to oversee and assist with site compliance issues relating to the conduct of study protocols. Ensure that assigned studies are conducted properly and meet all applicable requirements including compliance with Good Clinical Practice (GCP). Leads systems to monitor and report study progress, compliance and deliverables.

Required minimum qualifications: BS/BA with experience in clinical research, preferably in infectious diseases. Minimum of 5 years of on-site clinical monitoring experience

3. Clinical Research Associate

Work within assigned study site to oversee and assist the site to ensure that the study is conducted properly and meets all applicable requirements including compliance with Good Clinical Practice (GCP)

Required minimum qualifications: BS/BA with experience in clinical research, preferably infectious diseases. Minimum of 1 year of on-site clinical monitoring experience

General requirements for all positions:

- Knowledge of planning, management and implementation of sponsored research studies
- Knowledge of and experience with Good Clinical Practices (GCP) and its application to clinical research.
- Knowledge of clinical and/or public health research methodology as related to research implementation and conduct, data collection instruments, data collection and analysis.
- Strong interpersonal skill and ability to work both in teams and independently with minimal supervision.
- Excellent written, verbal English language skills. Experience using MS Office, email, Internet Explorer
- Ability to travel in-country or internationally as required.

FHI 360 offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application and copies of degrees and certificates in English by **April 22, 2013** to:

Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: Vietnam.recruitment@fhi360.org

Please specify the position you are applying for in your application.
Only shortlisted candidates will be contacted for interviews.