

JOB ANNOUNCEMENT – PROJECT ASSISTANT

The University of North Carolina is seeking talented, dedicated and committed individual to join our team in Vietnam to conduct new and exciting research studies in HIV prevention, including: i) HPTN 074, a 3-year pilot feasibility study to inform a future randomized controlled trial designed to determine the efficacy of antiretroviral treatment (ART) as prevention of HIV transmission from HIV-infected people who inject drugs to their HIV-uninfected injection partners as well as HIV-infected sexual partners; and ii) Reducing Hazardous Alcohol Use & HIV Viral Load: an RCT in ART Clinics in Vietnam, a 5-year randomized controlled trial to compare the effects of two evidenced-based behavioral interventions of Motivational Enhancement Therapy and Cognitive Behavioral Therapy on alcohol use, HIV viral load and HIV risk behaviors among HIV clinic patients. We will conduct ethnographic research, conduct a baseline survey, enroll participants, implement the intervention and follow study participants for about 2 years after enrollment.

Position(s): 01 Project Assistant

Based in Hanoi, frequent travel between Hanoi and study sites required.

Report to: The In-country Project Director

Duties & Responsibilities:

- Assist in administration, training and other study services;
- Assist in organizing travel, transportation, lodging of business trips
- Manage hold-file in electronic and paper documents in Hanoi office
- Ordering stationary and utilities;
- Assist in preparing the logistics for trainings/workshops;
- Participate in field supervision of study process and the implementation of research activities in the study sites (frequent travel to study sites required);
- Facilitate CAB, IRB meeting and reporting;
- Translate project documents (English-Vietnamese-English);
- Perform other tasks as requested by the in-country project director and the project officers.

Qualification and skills required for both positions:

- University degree in foreign language, public health, social sciences or relevant fields;

- Minimum of one year of working experience with research studies/international NGOs or in fields of injection drug use and/or HIV/AIDS is desirable;
- Ability to work independently and be self-motivated
- Fluent in both spoken and written English
- Advanced in Microsoft Office (Word, Excel, Access, PowerPoint)

Salaries and Benefits: Competitive salary

How to Apply:

Interested candidates are invited to send a cover letter with contacts of three references and a CV to Ms. Le Thi Thuc Anh at anhthl@live.unc.edu (in the subject line, please put “UNC PA”) or by post to the office No.6, Lane 76, Linh Lang street, Ba Dinh, Ha Noi no later than December 31, 2014. We are sorry that only short-listed candidates will be contacted for interview.