

Job description – Study Officer in Thanh Hoa Province

Organisation: Woolcock Institute of Medical Research in Vietnam

The Woolcock Institute is leading international lung health research organisation, affiliated with the University of Sydney in Australia (<https://sydney.edu.au/>). The Woolcock Institute has operated researches in Vietnam since 2009 and undertaken large operational, epidemiological and clinical research projects in several 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 about 50 full-time staff and has expanded the research activity to other fields, including antimicrobial resistance, climate change, agriculture, environmental health, etc.

Overview: Since June 2018, the Woolcock has implemented the research for antimicrobial resistant infectious diseases in Vietnam (V-RESIST study), with the aim of developing, implementing and evaluating the effectiveness of a complex health systems intervention to reduce the emergence of AMR in Vietnam.

The research would be conducted in four provinces in Vietnam and is consisted of three phases such as phase 1 (baseline survey (qualitative interviews, standardized patient survey in pharmacies, health system analysis and stakeholder engagement), phase 2 (cluster randomized trial evaluating the effectiveness of a strategy to strengthen responsible use of antimicrobials) and phase 3 (economic evaluation) for three years of 2018-2021.

Location: Thanh Hoa with possibility of domestic travel

Duration: 12 months appointment, with consideration for subsequent extension. This position will begin in March 2019.

Roles:

- To work with a study manager closely and also with the whole V-RESIST study team throughout the study
- To contribute to all aspects of the study based on the discussion with a study manager (document preparation, data collection, data entry, analysis etc.)
- To engage with relevant stakeholders and assist their efforts
- To prepare and participate in workshops, trainings and meetings related to the V-RESIST study
- Any other additional tasks if required

Direct report:

V-RESIST Study Manager

Senior report:

Country Director, Woolcock Institute of Medical Research in Vietnam
Principal Investigator

Duties and Responsibilities

- Develop and strengthen key relationships with collaborative partners in assigned areas
- Planning and executing the study
 - Implementing pilot projects to test key components of the study
 - Assisting in the evaluation of study-related materials including the Standard Operating Procedures, study documentation and forms, and study marketing (promotion) materials

Vietnam Country Office:

- ♦ No 203, 2G Building, 298 Kim Ma street
Van Phuc Diplomatic Compound, Ba Dinh, Hanoi
- ♦ Tel: (84 - 24) 3762 1938
- ♦ Website: <http://www.woolcockvietnam.org/>

- Maintaining facilities and equipment as required for implementing the study (including drug procurement)
- Training field research teams and government health staff to implement the SOPs (including informed consent, safety and compliance issues)
- Study implementation accountability
 - To learn and fully understand the study protocols and procedures.
 - To work with partners to recruit target group/participants into the study.
 - To create and maintain relations with partners for Woolcock Institute of Medical Research in general and in the field.
 - To collect qualitative and quantitative data in the field as required, ensure that the protocol is strictly followed.
 - To complete data forms accurately and timely as required (or to ensure it in case partners conduct the study).
 - To fill soft and hard copies of study data as required.
- Financial accountability
 - Fulfilling financial responsibilities delegated according to project financial procedures
 - Establishing effective procurement control and asset management in delegated study areas
 - Assisting in oversight of budget, audit and financial accounting in delegated study areas
 - Ensure efficient expenditure of resources
- To communicate and report any issues occurred in the field timely with the study manager for solutions.
- To participate in report development by providing comments and inputs.
- To communicate with the study manager and the Chief Investigators on data collection process, results and issues if occurred.
- To work closely with the study manager, the Country Director, and Chief Investigators
- To perform other duties if required.

Key attributes:

- Ability to work within a team and to organise it
- Excellent communication skills
- Strong organizational management skills
- A motivator with good listening skills
- Focused, but flexible approach
- Willingness to work hard
- Ability to pay close attention to detail
- Fluency in English and Vietnamese

Qualifications

- University degree in Public Health, Pharmacy or health-related field
- Experience working with data to improve study outcomes
- Experience in quantitative and qualitative research
- Experience in engaging with government and/or non-government partners
- Knowledge of Vietnamese employment regulations

Application Procedure

For interested applicants, please send a cover letter together with a CV (with the name and contact details of at least three senior referees) in English or Vietnamese and scanned copies of your related degrees, no later than **20th March 2019** by submitting the application form in the link as follows:

<https://airtable.com/shrEHhrmyayGTWOjs>

We regret that only short-listed candidates will be contacted for interviews.

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