

Job description – Study Officer (Stigma C Study)

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 50 full-time staff in Hanoi, Ho Chi Minh City and Ca Mau. We are recruiting a highly motivated and experienced Study Officer to participate in the implementation of the Stigma C study.

Location: Ha Noi

Duration: 10 months appointment, with consideration for subsequent extension. The position will be on a full-time basis.

Roles:

To support the implementation of the Stigma C study in Hanoi. The role includes:

- Taking part in planning and executing the study
- Taking part in data collection and data entry
- To prepare and participate in all workshops, trainings and meetings related to the study.
- To facilitate a four-day self-stigma and shame workshop
- Any other additional tasks if required.

Direct report:

Project Manager

Direct line supervisor for:

Key staff working with the project:

- Study assistant
- Local financial controller
- Senior field staff
- Project Manager

Duties and Responsibilities

- Participate in relevant training on research protocol, methods and techniques for data collection. Learn and fully understand the study protocols and procedures
- Work with partners to recruit patients into the study and get consent from participants to participate in the research
- Collect 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
- Communicate issues occurred in the field timely for the study manager for solutions
- Filing soft and hard copies of study data as regulated
- Create and maintain relations with partners for Woolcock Institute of Medical Research in general and for the study specifically in the field and report to the study coordinator any issues if occurred
- Participate in report development by providing comments and inputs
- Support the communication activities for the study

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/>

- Working closely with the Project Manager, the Country Director, and Chief Investigators
- Performance of Other Duties as Assigned
- Ensure efficient expenditure of resources
- Ensuring appropriate financial control processes are followed

Key attributes:

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

Qualifications

- Degree in Public Health or health-related field.
- Experience in quantitative and qualitative research
- Experience in facilitating workshops or training is desired
- Personal experience with tuberculosis is desired

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 (both CV and cover letter), no later than **15th March** 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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