

Job description – Study Assistant - VCAPS

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 50 full-time staff in Hanoi, Ho Chi Minh City and Ca Mau. We are substantially expanding our organization, as we prepare for the implementation of a major new public health study in 2017. We are recruiting a highly motivated Project Assistant to participate in an integrated health-sector strategy to combat COPD and asthma in Vietnam (V-CAPS) in 4 provinces Hanoi, HCM, Ca Mau and Thanh Hoa.

Location: Based in Hanoi, with travel to other provinces when needed

Duration: 12 months appointment, with possibility for a one-year renewal. The position will be on a full-time basis

Roles:

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

- Support the study implementation in Hanoi
- Support the Study Coordinator in administrative and financial work

Direct report:

V-CAPS Study Manager, Woolcock Institute of Medical Research, and, through this person to the Chief Investigator for the study and Dr Thu Anh Nguyen, the Country Director

Duties and Responsibilities

- Participate in relevant training on research protocol, methods and techniques for data collection
- Participate the data collection process in Hanoi for VCAPS studies, ensure that the protocol is strictly followed
- Perform data entry for VCAPS studies
- Support cleaning data of VCAPS 1 and 2
- Follow up patients at appointed milestones
- Support in developing SOPs, reports and guiding documents for the study as needed
- Support the communication activities for the study
- Support the organization of meetings, conferences administratively and financially
- Support of filing of study documents (both hard and soft copies).
- Support the development of study correspondence to partners
- Support provide translation of study documents when needed
- Communication with the V-CAPS Study Coordinator, and the Chief Investigators on data collection process, results and issues if any
- Working closely with the Study Coordinator, the Country Director, and Chief Investigators
- Performance of Other Duties as Assigned

Key attributes:

- ability to work within a team
- a motivator with good listening skills
- focused, but flexible approach

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/>

- willingness to work hard
- ability to pay close attention to detail

Qualifications

- Degree in public health or health-related degree

Application Procedure

Interested applicants should send an application letter together with a CV in English and other related degrees by submitting the form in the following link, no later than 31st March 2019.

<https://airtable.com/shrEHhrmyayGTWOjs>

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

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