

Job description – Senior Study Officer, V-RESIST Study

Organisation: Woolcock Institute of Medical Research

The Woolcock Institute of Medical Research is affiliated with the University of Sydney in Australia and is recognized as one of the leading research institutions for respiratory diseases and sleep disorders. Operating in Vietnam since 2009, we have undertaken large operational, epidemiological and clinical research projects and run training in epidemiological and operational research methods for Vietnamese doctors and public health workers. The Woolcock Institute has three research centres and offices in Ha Noi, Ho Chi Minh City and Ca Mau. Currently we directly employ about 70 full-time staff and coordinates multiple study projects within lung health management and treatment across eleven provinces. We also expand research activity to other fields including antimicrobial resistance.

For more information about us, please visit:

Woolcock Institute of Medical Research in Sydney, Australia: www.woolcock.org.au

Woolcock Institute of Medical Research in Vietnam: www.woolcockvietnam.org

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.

We are recruiting a highly motivated and experienced Senior Study Officer to participate in the implementation of the antimicrobial stewardship (AMS) component of the VRESIST study.

Location: Hanoi with regular travel to Thanh Hoa, An Giang, and Ca Mau

Duration: 12 months appointment, with consideration for subsequent extension. This position will be on full time basis.

Roles:

To support the implementation of the VRESIST study. The role includes:

- To work with a study manager closely and also with whole study team throughout the study.
- To contribute to the AMS component as well as other aspects of the study based on the discussion with a study manager (document preparation, interventions implementation, data collection, data entry, analysis etc.)
- To engage with relevant stakeholders and assist their efforts together with the relationship manager.

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/>

- To prepare and participate in all workshops, trainings and meetings related to the V-resist study.
- Any other additional tasks if required.

Direct report:

V-RESIST Study Manager

Senior report:

- Data Manager
- Local financial controller
- Senior field staff
- Technical managers (such as Laboratory staff)

Duties and Responsibilities

- Develop and strengthen key relationships with collaborative partners in assigned areas
- Planning and executing the trial
 - Implementing pilot projects to test key components of the trial
 - Assisting in the evaluation of trial-related materials including the Standard Operating Procedures, trial documentation and forms, and trial marketing (promotion) materials
 - Preparation and submission of routine regulatory and ethical review submissions and reports within delegated authority and areas
 - Maintaining facilities and equipment as required for implementing the trial (including drug procurement)
- Study implementation accountability
 - To oversee supervising the study implementation in 1 – 2 assigned provinces.
 - 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 train staff and partners on implementation of the AMS research protocol.
 - 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

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- Ensure efficient expenditure of resources
- Ensuring appropriate financial control processes are followed
- To communicate and report any issues occurred in the field timely with the project manager for solutions.
- To participate in report development by providing comments and inputs.
- To work with the other Project Officer to conduct regular monitoring and evaluation
- To work closely with the project manager, the Country Director, and Chief Investigators
- To perform other duties if required.

Key attributes:

- Degree in pharmacy, nursing, public health and other health related field
- Strong organizational management skills
- Strategic planning
- Experience in AMS, quantitative and qualitative research
- Experience working with data to improve study outcomes
- Experience in engaging with government and/or non-government partners
- Strong skills in English and good communication skills
- Ability to communicate fluently in Vietnamese.
- Ability to work within a team
- A motivator with good listening skills
- Focused, but flexible approach
- Willingness to work hard
- Ability to pay close attention to detail

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 **20/09/2019** 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.

Review of applications will start as soon as possible and continue until **20/09/2019**, or until the post is filled, whichever is earlier.

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