

Job description - Study Manager - VSMART Study

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 9 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 60 full-time staff across the Vietnam. We are recruiting a highly motivated and experienced Study Manager to run the VSMART research project.

The V-SMART Trial is a randomised controlled trial of an mHealth intervention to improve treatment outcomes for patients with MDR-TB. Patients and health workers will be linked using new digital technologies, enabling greater continuity of care and improving patient safety. These technologies will allow local health workers and TB programmes to monitor the management of adverse events, support patient adherence and respond rapidly to adverse events before they cause disability.

The trial will be conducted within the National TB Program in 10 Provinces of Vietnam. It builds upon a strong existing collaboration between Australian and Vietnamese investigators. The project will enhance local capacity in Health research, and demonstrate the transformative potential of new technologies for both patients and health systems.

Location: Based in Ha Noi, with regular travel to other provinces

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

Roles: To lead the implementation of the VSMART study. The role includes:

- Taking a leading role in planning, executing, monitoring and controlling the study
- Overseeing quality assurance and safety for the study, in keeping with international standards of Good Clinical Practice
- Managing a team of enthusiastic and capable research staff in study sites.

Direct report: Country Director, Woolcock Institute of Medical Research, and, through this person to A/Prof. Greg Fox, Principal Investigator for the study.

Key staff working with the project:

- Staff of the National TB Program
- Data Manager
- Local financial controller and admin officer
- Technical managers (such as Laboratory staff)

Duties and Responsibilities

- Develop and strengthen key relationships with government partners
- Planning and executing the study
 - Developing and implementing pilot projects to test key components of the study
 - Assembling and training a team to oversee the study
 - Development and evaluation of study-related materials including the Standard Operating Procedures, study documentation and forms, and study marketing (promotion) materials
 - Overseeing preparation and submission of routine regulatory and ethical review submissions and reports
 - Obtaining and maintaining facilities, equipment, investigational products, and licences as required for implementing 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/>

- Training field research teams and government health staff to implement various SOPs as required (such as informed consent, safety and compliance issues)
- Develop and update project GANTT chart regularly
- Working closely with and notifying Country Director and Chief Investigators about operational issues arising in the study
- Co-ordination and monitoring of the study
 - Monitoring study implementation including patient recruitment and implementation of all study procedures
 - Oversight of data collection and management
 - Monitoring data quality according to data quality plan
 - Archiving of source documents
 - Managing monitoring visits and ensuring resolution of study queries
 - Preparing reports for the Country Director and the Principal Investigators on study implementation as required
- Communication with the Country Director, the Woolcock management team, and the Chief Investigators
 - Coordination of visits by Chief Investigators
 - Managing communication with key stakeholders in Australia and other countries if required
- Financial accountability
 - Implement effective procurement control and asset management according to company policies
 - Oversight of budget, audit and financial accounting
 - Ensure efficient expenditure of resources
- Human resource management accountability
 - Contribute to organizational culture through encouraging an environment on continuous learning and teamwork, quality improvement and professional staff development
- Close-out of the study
 - Oversee and implement close-out activities
 - Effectively communicate with relevant stakeholders
 - Assisting with preparation of final study report
- Oversee completion of financial reporting

Key attributes

- ability to work as part of a team and independently
- ability to learn and apply technology in the day-to-day work
- Strong people and project management skills
- Ability to plan strategically, with ability to prioritize activities
- Attention to detail
- Ability to work under pressure and within timelines

Qualifications

- Required formal qualification in ONE of the following: public health, international development or a related field of study.
- Master's level qualification (desired but not necessary)

Essential criteria

- Basic level of TB knowledge
- Excellent team leadership skills
- Strong organizational management skills
- Strong understand of technology and its application to healthcare (mHealth)
- Experience in engaging with government and non-government partners
- Proven experience in negotiation and conflict resolution

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- Fluency in English and excellent communication skills
- Ability to communicate fluently in Vietnamese

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 **30th November 2019** by submitting the application form in the link as follows:

<https://airtable.com/shrEHhrmyayGTWOjs>

Review of applications will start as soon as possible and continue until **30th November 2019**, or until the post is filled, whichever is earlier. We regret that only short-listed candidates will be contacted for interviews.

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