

Job description - Data Entry Assistant

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 70 full-time staff across the Vietnam.

Location: Based in Ha Noi and HCMc, required travel to study sites

Duration: 6 months appointment, with consideration for subsequent extension.

Direct report: Data Management Assistant, Data Manager.

Key staff working with the project:

- VQUIN Trial Manager, Area Leader, Trial Officers
- Data Management Team (Ha Noi, Sydney)
- Country Director, Principal Investigator

Duties and Responsibilities

- Double entry data for VQUIN study in REDCap:
 - Trained in VQUIN study, CRFs of the study
 - Trained on data entry on REDCap
 - Enter data on REDCap according to each binder in each study site
- Work with Trial coordinator, Area Leaders, Trial Officers
 - Check the data according to the list
 - Work with Trial coordinator and study team to correct data
- Scan and upload study binder
 - Scan the binder in PDF file after entering the data
 - Name the file according to the instructions
 - Timely data synchronization on the Cloud system

Key attributes

- Degree in Science, Pharmacy, Medicine, Nursing, Public Health or related field.
- Experience in entry data or data quality assuring of clinical research (experience in data entry on REDCap will be advantage)
- Ability to focus on data entry
- Excellent diplomatic communication and interpersonal skills.
- High level of organizational and record keeping skills.
- Self-starter, detail-oriented, good time management, problem solver, flexible and adaptable, self-confident

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 **27th October 2019** by submitting the application form in the link as follows:

<https://airtable.com/shrEHhrmyayGTWOjs>

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/>

Review of applications will start as soon as possible and continue until **27th October 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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