

JOB ANNOUNCEMENT – PROJECT ASSISTANT

The University of North Carolina research team has been conducting research building capacity in northern Vietnam 15 years. We have been conducting a number of randomized control trials (RCTs). The UNC team has expertise with both behavioral and clinical research and has studied a variety of infectious diseases in men and women from general and key populations.

The UNC-VN was also chosen to conduct a pragmatic implementation trial comparing two implementation approaches for scale-up of the evidence-based intervention (EBI), referred to as SNaP, at 42 study sites, in 10 provinces of Vietnam, considering effectiveness, cost, and the characteristics of HIV test sites achieving successful or unsuccessful implementation. This study is a cluster randomized, controlled implementation trial. The two implementation approaches are the one size fits all Standard Approach arm (SA) and the Tailored Approach arm (TA). The intervention used in the study combines systems navigation and psychosocial counseling for people who inject drugs (PWID), and it is designed to facilitate PWID's engagement in HIV and substance use care.

Position: 01 Project Assistant
Full time position, based in Hanoi

Report to: UNC Research Manager in Vietnam

Position Summary:

The incumbent of this position will provide logistic support for the study teams in effective implementation of the study activities, including but not limited to the following:

Duties & Responsibilities:

- Assist the organization of meetings and trainings, including venue coordination, invitations, participation confirmation, travel and accommodation arrangements, supplies and materials, equipment hire; and prepare payment documents to submit to finance department to process payment to event suppliers;
- Coordinate and provide logistical support for field activities, including travel arrangements;
- Assist project officers with systematically filing study documents;
- Assist project officers in translating documents from Vietnamese to English and vice versa;
- Proof read documents for grammar and spelling; format, design and prepare documents for printing and copying per request by project officers;
- Assist project officers in preparing budget estimate of study activities and prepare payment documents to submit to finance department to process payment;

- Support TA and SA officers during the pre-implementation period; support Evaluation officer during the implementation period;
- Perform other tasks per requests of Research Manager.

Required qualification and skills:

- University degree in Public Health/Social Sciences/English
- Ability to learn quickly and respond to multiple demands
- At least 2 years of experience working in NGOs
- Good level of proficiency in English speaking and writing
- Strong interpersonal skills
- Able to work in team or independently
- Respect the difference; be careful, trustworthy and responsible at work
- Willing to travel frequently

Salaries and Benefits: Competitive salary

How to Apply:

Interested candidates are invited to send a cover letter with contacts of three references and a CV to Ms. Luong Thi My Ly at lylm@live.unc.edu (in the subject line, please put “**Project Assistant**”) or by post to the office: UNC Vietnam, Yen Hoa Health Clinic, Lot E2, Duong Dinh Nghe str., Yen Hoa ward, Cau Giay dist., Ha Noi.

Deadline of Application: 20 December 2019

We are sorry that only short-listed candidates will be contacted for interview.