



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

JOB ANNOUNCEMENT – PROJECT COORDINATOR

The University of North Carolina (UNC) is a project office of the University of North Carolina at Chapel Hill (UNC-CH) to conduct HIV prevention researches in Vietnam. We have been conducting a number of randomized control trials (RCTs) both behavioral and clinical research in men and women from general and key populations in Vietnam for 15 years.

We are conducting “VITAL - Adaptation of the Friendship Bench counseling intervention to improve mental health and HIV care engagement outcomes among people living with HIV who inject drugs in Vietnam”. This study is conducted by The University of North Carolina (UNC) in cooperation with the Hanoi Centre for Disease Control for 3 years.

Our objective in this study is to complete a pilot randomized trial of 75 patients from 4 Methadone clinics in Hanoi 1) To adapt the mental health intervention to be optimized for people living with HIV and opioid use disorder in Vietnam; and 2) To evaluate the feasibility, fidelity, and acceptability of the adapted intervention as well as preliminary indicators of its impact in improving common mental disorders and HIV care and drug use treatment outcomes. Intervention therapy of this study is a problem-solving therapy with demonstrated effectiveness treating common mental disorders among primary care patients when delivered by lay counselors.

We are now seeking a talented, dedicated and committed individual to join our team with the position of **Project Coordinator** working at UNC Vietnam project office in Hanoi.

Position: Project Coordinator
Full-time position. Based in Hanoi.

Report to: In-country Director

Position Summary:

The Project Coordinator will oversee and perform the day to day project activities to ensure the studies are conducted in compliance with protocol, local and international requirements. By performing these duties, the Project Coordinator will work with UNC-CH experts to support and provide guidance on the administration of the compliance, technical issues and other related aspects of the studies. The Project Coordinator will cooperate closely with partners such as the Hanoi Department of Health, Hanoi Centre for Disease Control, the study sites, and the study's participants.



Duties & Responsibilities:

Primary duties and responsibilities for the incumbent of this position may include, but are not limited to the following:

- a) Support the In-country Director with development of the study protocol, study procedures (SOPs), and getting the approvals for the study at government agencies.
- b) Develop work plan and implement project activities in coordination with UNC-CH experts and the local partners.
- c) Coordinate, supervise, and monitor all activities including day-to-day project implementation.
- d) Develop reports, project tools and other required documentation.
- e) Provide or contribute to training activities of the project
- f) Participate in monitoring and evaluation of project activities in collaboration with international experts and local partners.
- g) Build and maintain relationships with local partners
- h) Perform other duties as requested such as translation, interpretation...

Requirement:

- Strong written and spoken Vietnamese and English
- Demonstrated report writing and presentation skills.
- Proven interpersonal skills and ability to work effectively in a team.
- Had working experiences in public health project or clinical trials
- Graduated in Public Health University, Medical University or Sociology University.

Salaries and Benefits: Competitive salary

How to Apply:

Interested candidates are invited to email a cover letter with contacts for three references and a CV to Mrs. Luong Thi My Ly at lylm@live.unc.edu (in the subject line, please put “**Project Coordinator**”), or by post to the UNC office at 3rd Floor, Yen Hoa Health Clinic: Lot E2, Duong Dinh Nghe Street, Cau Giay District, Hanoi no later than **17:00 on 31 Aug 2020**.

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