

## **Job description – Senior Study Officer, V-RESIST Study**

**Organisation:** Woolcock Institute of Medical Research

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 11 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. We are recruiting a highly motivated and experienced Senior Study Officer to participate in the pilot and implementation of the VRESIST study, which aim to prevent the antimicrobial resistance in Vietnam.

**Location:** Hanoi with regular travel to Ca Mau

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

### **Roles:**

To support the pilot and implementation of the VRESIST study, which aim to prevent the antimicrobial resistance in Vietnam. The role includes:

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

### **Key staff working with the project:**

- Data Manager
- Local financial controller and admin staff
- Study officers and field staff

### **Duties and Responsibilities**

- Develop and strengthen key relationships with collaborative partners and consultants in assigned areas
- Study implementation accountability
  - Develop protocol and SOP on implementation of interventions, drawing experience of implemented pilots.
  - Support in a team to develop workplan and budget for specific study areas
  - Train local staff and partners on the study protocols and procedures.
  - To work with partners to run study activities as designed
  - To collect qualitative and quantitative data in the field as required, ensure that the protocol is strictly followed.

### **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 conduct monitoring activities as required
  - To fill soft and hard copies of study data as required.
- Financial accountability
  - Fulfilling financial responsibilities delegated according to project financial procedures.
  - Ensure efficient expenditure of resources.
- To communicate and report any issues occurred in the field timely with the study manager for solutions.
- To participate in report development by providing comments and inputs.
- To communicate with the Study Manager and the Chief Investigators on data collection process, results and issues if occurred.
- To work closely with the study manager, the Country Director, and Chief Investigators
- To perform other duties if required.

**Key attributes:**

- Degree in public health, health promotion, pharmacy or related fields
- Strong organizational management skills
- Experience on designing and implementing AMS, and/or health promotion and communication campaigns in community setting
- Experience working with data to improve study outcomes
- Experience in engaging with government and/or non-government partners
- Experience in working with hospitals/health care workers is preferred
- 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 or Vietnamese and scanned copies of your related degrees, no later than **30/07/2021** 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 30/07/2021, or until the post is filled, whichever is earlier.

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