

# Program Officer, SA Lead

## JOB ANNOUNCEMENT – PROGRAM OFFICER, SA LEAD

The University of North Carolina (UNC) is a project office of the University of North Carolina at Chapel Hill to conduct HIV prevention research 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).

In collaboration with the Vietnam Administration of HIV/AIDS Control (VAAC) and Hanoi Medical University, The UNC is conducting a pragmatic implementation trial comparing two Intervention Mapping implementation approaches for scale-up of the evidence-based intervention (EBI), referred to as **System Navigation and Psychological counseling** (SNaP), at 42 HIV testing sites, in 10 provinces of Vietnam, considering effectiveness, cost, and the characteristics of HIV testing sites achieving successful or unsuccessful implementation. This study is a cluster randomized, controlled implementation trial. The two Intervention Mapping 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.

We are recruiting 01 qualified and motivated Vietnamese candidate to the following position based in Hanoi Office.

### **Program Officer –SA lead** **Duration: Full time position, start ASAP**

The Program Office – SA lead will coordinate the study implementation of the study at 21 SA sites, supervise and provide technical support for SA sites, coordinate activities of cost-effectiveness component, and assist regulatory affairs of the study.

#### **Major Duties and Responsibilities:**

- Develop study SOPs and forms
- Co-ordinate closely with SA sites for recruitment, enrollment and follow-up of participants in the study.
- Monitor and report study implementation and progress at SA sites
- Provide technical assistant for SA sites in study implementation to achieve study objectives
- Provide trainings for SA sites.
- Coordinate with SA sites to collect data for the study
- Provide quality assurance for activities at SA sites and collected data.
- Co-ordinate activities of cost-effectiveness component of the study, including organization of regular meetings, monitor progress of activities, quality insurance of collected data.
- Involve in preparation and management of Institutional Review Board (IRB) submission packages
- Perform other tasks per requests

## Required qualification and skills:

- Bachelor of Public Health or higher
- At least 5 years of experience working in public health research studies or health programs, particularly in recruitment and enrolment of study participants.
- Good at technical support and quality assurance for field activities
- Good level of proficiency in English
- Willing to travel frequently to study sites
- Have experience in HIV counselling, data management, qualitative work are advantages.
- Strong interpersonal and problem-solving skills
- Able to work in team or independently
- Respect the difference, be careful, trustworthy and responsible at work

**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](mailto:lylm@live.unc.edu) <sup>[1]</sup> (in the subject line, please put “**Program Officer - SA Lead**”), or by post to the UNC office at Room 407-408, Building A2, Van Phuc Diplomatic Compound, No. 298 Kim Ma street, Ba Dinh district, Hanoi ***no later than 25 November 2021.***

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

### Job Details

**Organisation Name:**

UNC

**Location:**

Hanoi

**Application Deadline:**

Thu, 2021-11-25

VUFO-NGO Resource Centre | Trung Tu Diplomatic Compound, 6 Dang Van Ngu, Dong Da,  
Hanoi, Vietnam | Email:[administrator@ngocentre.org.vn](mailto:administrator@ngocentre.org.vn) | Tel: +84 24 3832 8570  
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