

Job description – IT Specialist

Organisation: Woolcock Institute of Medical Research in Vietnam

The Woolcock Institute of Medical Research is affiliated with the University of Sydney in Australia and is recognized as one of the leading research institutions for respiratory diseases and sleep disorders. Operating in Vietnam since 2009, we have undertaken large operational, epidemiological and clinical research projects and run training in epidemiological and operational research methods for Vietnamese doctors and public health workers. The Woolcock Institute has three research centres and offices in Ha Noi, Ho Chi Minh City and Ca Mau. Currently we directly employ about 50 full-time staff and coordinates multiple study projects within lung health management and treatment across eleven provinces. We also expand research activity to other fields including antimicrobial resistance.

For more information about us, please visit:

Woolcock Institute of Medical Research in Sydney, Australia: <http://www.woolcock.org.au/>

Woolcock Institute of Medical Research in Vietnam: <http://www.woolcockvietnam.org/>

We are recruiting a highly motivated and experienced IT to perform REDCap platform (<https://www.project-redcap.org>) installation and maintenance.

Location: Based in Hanoi

Duration: 06 months appointment, with consideration for subsequent extension.

Main roles: perform REDCap platform installation.

Report to: Study Managers in Vietnam and IT Manager in Sydney

Key staff working: Data Manager, Study teams

Duties and Responsibilities:

- Perform REDCap platform installation with support from IT manager in Sydney.
- To provide timely technical troubleshoot and fix bugs after installation.
- Install REDCap version upgrades when required.
- Install REDCap external modules, hooks when required.
- To provide timely technical and end-user support to add user, REDCap API token

Essential Criteria:

- College diploma or university degree in the field of computer science, IT and/or 2 years equivalent work experience.
- Working experience with REDCap platform installation will be advantage.

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/>

Qualifications:

- Highly motivated, willing to learn, good team-work, service-oriented and able to work under high pressure and within a limited time frame
- Programming Language: PHP
- Database: MySQL
- Web Server: Microsoft IIS (or Apache)
- SMTP server: Setup Email server with PHP
- AWS Cloud basic (Domain Name, DNS, SSL etc)
- Excellent communication skills
- Good English (written and spoken) as preference

Application Procedure:

For interested applicants, please send a cover letter together with a CV (with the name and contact details of at least two senior referees) in English (both CV and cover letter), certificates, no later than **29 April 2022** by submitting the application form in the link as follows:

<http://bit.ly/woolcockhiring>

We regret that only short-listed candidates will be contacted for interviews. The successful candidates will be required to come up with a suitable backup and recovery plan for the REDCap instance.

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