

Job description: Data Entry Assistant

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.

A core team of the Woolcock is working with the Sydney Vietnam Initiative - a collaboration of multi-disciplinary researchers who seek to expand the lives of communities and individuals in Vietnam via education and research.

For more information about us, please visit:

Woolcock Institute of Medical Research in Sydney, Australia: www.woolcock.org.au

Woolcock Institute of Medical Research in Vietnam: www.woolcockvietnam.org

Location: Based in Ha Noi and HCMc, required travel to study sites.

Direct report: Data Manager, Data Management Assistant.

Key staff working in the project:

- VQUIN Trial Coordinator, Area Leaders, Trial Officers
- Data Management Team (Ha Noi, Sydney)
- Country Director, Principal Investigator

Duties and Responsibilities:

- Double entry data for VQUIN study in REDCap:
 - Trained in VQUIN study, CRFs of the study
 - Trained on data entry on REDCap
 - Enter data on REDCap according to each binder in each study site
- Work with Trial coordinator, Area Leaders, Trial Officers
 - Check the data according to the list
 - Work with Trial coordinator and study team to correct data
- Scan and upload study binder

Vietnam Country Office:

- ♦ No 203, 2G Building, 298 Kim Ma street
Van Phuc Diplomatic Compound, Ba Dinh district, Ha Noi, Viet Nam
- ♦ Tel: (84 - 24) 3762 1938
- ♦ Website: <http://www.woolcockvietnam.org/>

- Scan the binder in PDF file after entering the data
- Name the file according to the instructions
- Timely data synchronization on the Cloud system

Key attributes/Selection criteria

- Degree in Science, Pharmacy, Medicine, Nursing, Public Health or related field.
- Experience in entry data or data quality assuring of clinical research (experience in data entry on REDCap will be advantage)
- Ability to focus on data entry
- Excellent diplomatic communication and interpersonal skills.
- High level of organizational and record keeping skills.
- Self-starter, detail-oriented, good time management, problem solver, flexible and adaptable, self-confident.

Application Procedure

Interested applicants should send a cover letter together with a CV in English no later than 10 May 2022 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.

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