

Job description – **Project Officer**

Job code:	27092201	Location:	Hanoi, may require domestic travel to research sites
Job category:	NCIRS COVID-19 Vaccine Project	Regional office:	Hanoi
Job level:	Officer	Direct report:	COVID-19 Program Coordinator
Type of work:	Full-time	Dotted-line reporting:	
Duration:	6 months with the possibility of subsequent extension	Tentative start date:	October 2022

Organisation: Woolcock Institute of Medical Research

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 70 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: www.woolcock.org.au

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

Overview: Australia is supporting access to safe and effective COVID-19 vaccines in the Pacific and Southeast Asia through our Regional Vaccine Access and Health Security Initiative (VAHSI) and the Quad Vaccine Partnership. The Australian Expert Technical Assistance Program for Regional COVID-19 Vaccine Access: Policy, Planning and Implementation (AETAP-PPI) has been established under the VAHSI to support Pacific and Southeast Asian countries' efforts to deliver safe, effective and accessible COVID-19 immunisation programs, based on health system strengthening approach and in line with best practice standards.

Within this framework, the Woolcock Institute of Medical Research is working with the National Centre for Immunisation Research and Surveillance (NCIRS) to draw on scientific and technical expertise from the Australian Regional Immunisation Alliance (ARIA) Network and provide access to technical experts remotely and/or through in-country technical assistance.

Duties and Responsibilities:

- Organize consultative and/or training workshops;
- Support implementation of the training program on COVID-19 and routine vaccines across 35 provinces;
- Support process of publishing the study results;
- Attend meetings with internal and/or external partners;
- Maintain good relations with stakeholders;
- In charge of the project correspondence to partners;
- Prepare periodic and narrative reports;
- Support management of the budget expenditure;
- Carry out other duties as required.

Required experience and qualifications:

- 3–5 years of experience in health-related project implementation;
- University degree in public health or health-related degree.

Required knowledge, skills and abilities:

- Experience and skills in project planning, implementing, and monitoring;
- Good knowledge in public health, COVID-19 vaccine and routine immunisation in Vietnam;
- Experience in engaging with government and/or non-government partners;
- Ability to work independently and respond to feedback in a timely and professional manner;
- Clear and credible communication, including good conversational and written English and Vietnamese;
- Ability and willingness to travel.

Applications:

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 **16/10/2022** 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. Review of applications will start as soon as possible and continue until **16/10/2022**, or until the post is filled, whichever is earlier.