JOB ANNOUNCEMENT – SENIOR PHARMACY OFFICER

The University of North Carolina in Vietnam is a research organization of the University of North Carolina at Chapel Hill, USA. We are conducting studies on new therapies for HIV and TB treatment and prevention as well as mental health interventions targeting key populations, including people living with HIV, TB patients, men who have sex with men, transgender women and people who inject drugs. We are in partnership with clinical trial networks of the US National Institute of Health (NIH) such as the HIV/AIDS Prevention Trial Network (HPTN) and Advancing Clinical Therapeutic Globally (ACTG). To expand our operations, we are now seeking a talented and dedicated individual to join our team as a Senior Pharmacy Officer.

Position: **Senior Pharmacy Officer**
                    Full-time position, based in Hanoi.
Report to: Pharmacy Director

Position Summary:
The Senior Pharmacy Officer plays a key role in the day-to-day management of pharmacy operations for UNC-led clinical trials. This position is responsible for overseeing study product management activities - including procurement requests, importation, receipt, storage, preparation, dispensing, accountability, inventory control, documentation, and final disposition - to ensure full compliance with sponsor requirements and applicable local regulations.

Duties & Responsibilities:
Primary duties and responsibilities for the incumbent of this position may include, but are not limited to the following:

a) Develop, review, and implement Standard Operating Procedures (SOPs) governing study product management in accordance with sponsor requirements and local regulations

b) Perform day-to-day pharmacy activities related to study product management, including ordering, importation support, receipt, storage, preparation/dispensing, accountability, inventory control, and final disposition;

c) Organize and maintain pharmacy and study product documentation to ensure accurate recording, verification, traceability, and retrieval of information;

d) Maintain safe working practices and ensure that pharmacy supplies, equipment, and facilities are adequately stocked and in good working condition;

e) Coordinate and support the importation of study products in compliance with regulatory requirements;

f) Manage and report incidents or deviations related to study products, including temperature excursions, discrepancies, or damage;

g) Act as a source of specialist advice on study product–related matters and provide

medicines information support to the study team;

h) Ensure effective communication with colleagues and proactively escalate issues to resolve workflow challenges and improve pharmacy operations;

i) Assume the responsibilities of the Pharmacist of Record (PoR) in his/her absence, as assigned;

j) Perform other duties as required by the Pharmacy Director.

Requirement:
- Bachelor's degree in pharmacy or higher
- At least 3–5 years of experience in the pharmaceutical field, preferably with experience in clinical research, clinical trials, or investigational product management.
- Experience working on projects implemented by international organizations, research institutes, or international funding agencies is an advantage.
- Proficiency in English (listening, speaking, reading, writing) to work with international documents and partners.
- Strong organizational and documentation skills
- Good communication and interpersonal skills
- Ability to work flexibly when required
- Excellent problem-solving skills
- Results-oriented with a high level of attention to detail and accuracy.

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 Ms. Vu Minh Hien at hien.vm@uncvietnam.org and Mrs. Do Nguyen Thu Trang at thutrang@live.unc.edu (in the subject line, please put "**Application for Senior Pharmacy Officer_ full name**"), The application deadline is **February 14, 2026**, or until the position is filled, whichever occurs first.