THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

JOB ANNOUNCEMENT – REGULATORY OFFICER

The University of North Carolina in Vietnam is a research organization of the University of North Carlina 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 woman 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). In order to expand our operations, we are now seeking a talented and dedicated individual to join our team as Regulatory Officer.

Position: **Regulatory Officer**
Full-time, based in Hanoi

Report to: Regulatory Manager

Position Summary:

The Regulatory Officer will support studies through the required ethical and regulatory approvals, help to prepare study documentation, track the study reports, maintain approvals/documentation during the study in compliance with protocol specifications, applicable guidelines, regulatory requirements, and SOPs. The post holder will contribute to the continued growth and development of the UNC team.

Duties & Responsibilities:

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

- Assist In-Country Director and Regulatory Manager with the creation, submission and tracking of regulatory and ethical applications and obtain approvals from relevant local authorities and Institutional Review Boards (IRBs) for clinical research.
- Submit continuations/amendments and reports to IRBs to maintain compliance with regulatory requirements and institutional policies.
- Develop relevant standard operating procedures (SOPs) with respect to regulatory, including essential documents, communication with IRBs or personnel qualifications.
- Maintain regulatory filing of essential documents of each study to ensure optimal research compliance with UNC-CH standardization.

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- Edit clinical research trial consent forms in accordance with GCP and FDA guidelines, ensuring all appropriate elements of informed consent. Translating complicated research protocol requirements into language easily understandable by research participants.
- Proactively assist in monitoring visits, audits or regulatory inspections. Ensure the availability of regulatory documents for expedient retrieval and inspection as requested by authorized monitors/inspectors.
- Perform quality assurance checks on regulatory files and informed consent forms.
- Maintain an up-to-date understanding of clinical trial regulations and ethics, both local and international.
- Translate project documents (English – Vietnamese - English) as required.
- May perform other tasks as requested or required.

Required qualifications and skills:

- Bachelor's degree in Law, Foreign Languages, Science, Public Health or a related field
- Fluent in both spoken and written English.
- Excellent adaptability, interpersonal and organizational skills.
- Attention to detail.

Preferred:

- Knowledge of Good Clinical Practice Guidelines
- Knowledge of local and international research regulations
- Experience in clinical research regulatory role

Salaries and Benefits: **Competitive salary**

How to Apply:

Interested candidates are invited to email a cover letter and CV with contacts of three references to Ms. Minh Hien at hien.vm@uncvietnam.org and Ms. Tran Thi Thu Hoai at hoaitran@live.unc.edu (Please quote the position title in the subject line: "**Application for Regulatory Officer _ full name**").

The application deadline is February 27, 2026, or until the position is filled, whichever occurs first.

We regret to inform that only short-listed candidates will be contacted for interview.