



JOB ANNOUNCEMENT – SENIOR LAB 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 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 Senior Lab Officer.

Position: **Senior Lab Officer**
Full-time, based in Hanoi

Report to: Lab Manager

Position Summary:

The incumbent of this position is responsible for assisting Lab Manager in coordinating, supervising, controlling, and assuring the quality of laboratory process, research specimen storage and transportation of all laboratories related to UNC's studies, and assisting in on-site monitoring the implementation of research activities at the UNC's study sites in Vietnam.

Duties & Responsibilities:

- Assisting the laboratory manager to coordinate all preparation activities of the study-related laboratories to ensure these laboratories being compliance with Good Clinical Laboratory Practices Standards (GCLP) requirements from DAIDS prior the study activation.
- Planning and coordinating all preventive maintenance, calibration, and repairs for all laboratory equipment of UNC's studies.
- Responsibility for importation of samples and test kits as well as exportation study samples of the studies abroad.
- Managing data of UNC's studies on the web LDMS consisting of specimen entry, storage, shipping, resolve LDMS discrepancies as well as monitoring and supervising data entry at study sites
- Managing other lab data of UNC's studies on the study database and lab own systems related to lab quality management.



- Planning, coordinating, and reporting CQMP activities regularly.
- Ensuring all required documents of the studies are filed properly and sufficiently in soft copy on server and in paper.
- Assisting laboratory manager to monitor and supervise all laboratory activities of UNC's studies.
- Assisting laboratory manager to develop SOP and forms for all studies.
- Assisting laboratory manager to review SOP, records, and other documents regularly.
- Procuring all consumable materials for the labs, test kits and equipment for UNC's studies. Following all procurements with the administration team to ensure the consumables/equipment are well delivered at the laboratories in timely manner.
- Monitoring lab material inventory of study sites of all UNC's studies.
- Reporting lab activities to the line manager monthly and ad-hoc if required.
- Conducting monitoring/supervision visits to study sites if required.
- Conducting training for site staff if required.
- Translating project documents (English – Vietnamese - English).
- Performing other tasks as requested by line manager, and In-Country Director.

May perform other job-related duties as requested or required.

Required qualifications and skills:

- Bachelor's degree in biotechnology or medical technology or laboratory sciences or chemical engineering or relevant fields.
- At least five years related work experience in clinical laboratory including experience with laboratory quality control and quality assurance systems and implementation
- Strong interpersonal skills demonstrated creative problem-solving skills
- Excellent written and oral communication skills in both Vietnamese and English.
- Experience with computers, including word processing, spreadsheets, and the Internet.
- Work experience with NGOs/INGOs is preferred but not mandatory

Salaries and Benefits: Competitive salary



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

How to Apply:

Interested candidates are invited to email a cover letter and CV with contacts of three references to Ms. Hien Vu at hien.vm@uncvietnam.org and Ms. Nguyen Phuong Loan at loannp@email.unc.edu (Please quote the position title in the subject line: “**Application for Senior Lab Officer_ full name**”).

The application deadline is **March 15, 2026**, or until the position is filled, whichever occurs first.

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