THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

JOB ANNOUNCEMENT – CLINICAL RESEARCH COORDINATOR

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 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). In order to expand our operations, we are now seeking a talented and dedicated individual to join our team as Clinical Research Coordinator.

Position: **Clinical Research Coordinator**
Full-time, based in Hanoi

Report to: Clinical Research Manager and Investigator of Record

POSITION SUMMARY:

The Clinical Research Coordinator will oversee and perform daily clinical study activities to ensure the study are conducted in compliance with protocol, as well as local and international requirements. The CRC will work closely with participants, study teams, hospitals and healthcare organizations, the University of North Carolina at Chapel Hill experts, monitors, Institutional Review Boards (IRBs), sponsors, and other stakeholders to provide guidance and support for ongoing clinical activities.

DUTIES AND RESPONSIBILITIES:

1. Study Coordination and Support

- Prepare documents and reports for Institutional Review Board (IRB) review and approval.
- Develop case report forms (CRF) and other study data collection tools.
- Organize and deliver training for study staff on protocols, procedures, and regulatory requirements.
- Coordinate study activities at the clinical research site, including:
    - Participant scheduling
    - Informed consent processes
    - Eligibility verification
    - Treatment adherence monitoring
    - Safety monitoring
- Coordinate participant recruitment, retention, and engagement efforts.

- Collaborate with healthcare facilities, research networks, and community partners to support study implementation.
- Maintain meticulous records and documentation of all study activities, participant data, and regulatory compliance.
- Prepare progress reports, technical reports, and other study documentation.

2. Quality Assurance and Compliance

- Develop Standard Operating Procedures (SOPs), quality control and quality assurance tools.
- Monitor daily study operations to ensure compliance with SOPs, Good Clinical Practice (GCP), and all applicable regulations.
- Review consent forms, participant records, adverse event reports, and other study documents to verify data quality and integrity.

3. Study Operations

- Develop plans for preparing research facilities, equipment, and staffing.
- Participate in the development of study budgets.
- Oversee administrative and logistical tasks at the clinical research site.
- Manage the work schedules and assignments of the clinical research staff.
- Track and report on the completion of research milestones and metrics.
- Assist the purchase, import, management of study materials and equipment.

Perform other job-related duties as requested.

REQUIRED QUALIFICATIONS AND SKILLS:

Education:	Possess a Doctor of Medicine (MD) or Publish Health or Pharmacy Degree.
Experiences:	• At least 2-3 years of experience as a Clinical Research Coordinator or similar role, specifically in clinical trials. • Prior experience with GCP and other relevant regulations. • Experience in infectious diseases, particularly tuberculosis (TB) research, is a strong advantage.
Skills:	• Be fluent in both spoken and written English. • Have excellent adaptability, interpersonal, and organizational skills. • Demonstrate strong attention to detail. • Ability to work under pressure.

SALARIES AND BENEFITS: Competitive salary

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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 Mrs. Le Thi Thanh at thanhle@email.unc.edu (Please quote the position title in the subject line: "**Application for Clinical Research Coordinator _ full name**").
The application deadline is **April 18, 2026**, or until the position is filled, whichever occurs first.

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