



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

## **JOB ANNOUNCEMENT – RESEARCH ASSISTANT**

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 Research Assistant.

**Position:**        **Research Assistant**  
Full-time, based in Hanoi

**Report to:**      Clinical Research Manager /Clinical Research Coordinator

### **POSITION SUMMARY:**

The Research Assistant will be responsible for implementing study procedures, supporting participants and study team, and managing participant charts. This position plays an important role in ensuring that study visits are carried out smoothly and study records are completed accurately and on time.

### **DUTIES & RESPONSIBILITIES:**

#### **1. Conduct study procedures**

- Prepare participant chart and necessary equipment & supplies for the study visits.
- Obtain and update participant locator and demographic information.
- Administer study questionnaires and assessments in accordance with study requirements.
- Receive study medications from the pharmacy and dispense study medications to participants.
- Provide counselling on adherence, and monitoring participant's adherence to treatment.
- Assist in the recruitment & retention of the study participants.
- Schedule study visits and remind participants of the visits.
- Carry out other study procedures as specified in the protocol.

#### **2. Support study participants and study team**



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

- Support participants and facilitate study visits, closely follow the study participants and visit flow.
- Support study doctors and coordinate with other study staff/departments to smoothly conduct the visits.
- Usher participants during study procedures, including but not limited to radiologic procedures, sample collection, and clinical examinations.
- Report to the supervisors about any problems that arise during the study visits.

### **3. Manage participant charts**

- Review the information documented in the participant chart before, during and after each study visit to ensure completeness.
- Monitor the participant chart's flow, including the test/paraclinical results turnaround time; Check the test/paraclinical results for completeness and forward these reports to the study doctors for assessment.
- Retain & manage the participant charts in good condition and order.

**Perform other job-related duties as requested or required.**

### **REQUIRED QUALIFICATIONS AND SKILLS:**

- Graduated from university majoring in health sciences.
- Excellent interpersonal, organizational, and adaptability skills.
- Dedicated, meticulous and trustworthy.
- Proficient in English.
- Strong proficiency in Microsoft Office.

**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. Hien Vu at [hien.vm@uncvietnmam.org](mailto:hien.vm@uncvietnmam.org) and Mrs. Le Thi Thanh at [thanhle@live.unc.edu](mailto:thanhle@live.unc.edu) (in the subject line, please put "**Application for Research Assistant \_ 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.**