The University of North Carolina at Chapel Hill

JOB ANNOUNCEMENT – STUDY 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 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. In addition, UNC Vietnam conducts implementation research and service quality evaluations to support health system strengthening and improve the delivery of essential public health services. 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 Study Officer.

Position: **Study Officer**
Full-time position. Based in Hanoi.

Report to: Research Manager

Position Summary:

The Study Officer will be in charge of implementing study entitled "Combating HIV Stigma in Healthcare Settings: A Standardized Patient Approach". This study is a cluster randomized control trial (RCT) to evaluate the effectiveness of a training program to reduce intersectional stigma faced by sexual minorities and people living with HIV (PLWH) in healthcare settings. The study participants are medical providers specializing in sexual health medicine. The study is funded by National Institute of Mental Health, US National Institute of Health and implemented in two provinces of Thai Nguyen and Hai Phong for the period of 3 years. Study partners are Centre for Disease Control and health facilities/clinics in the two study provinces.

The Study Officer will be in charge of implementation study activities to ensure the study is conducted with high integrity, ethical compliance and efficiency. The Study Officer will cooperate closely with partners and stakeholders such as the Department of Health, Centre for Disease Control, health facilities, community-based organization and the study participants to facilitate the study implementation and reporting per study protocol.

The University of North Carolina at Chapel Hill

Duties & Responsibilities:

Study implementation:

- Participate in the development of standard operational procedures (SOP);
- Develop data collection tools including forms, questionnaires, checklists and other relevant instruments;
- Conduct recruitment process for participating facilities/clinics, healthcare providers and standardized patients;
- Conduct study activities (training, surveys, interviews, clinic visits);
- Manage data collection at the study sites and ensure accurate data entry.

Implementation of Standardized patients (SP) and intervention related activities

- Support recruitment and training of SPs;
- Schedule and oversight SP clinic visits;
- Facilitate the organization of intervention related activities (training, reporting,...);
- Monitoring and reporting SP visits.

Regulatory and Quality Assurance and Quality Control (QA/QC):

- Oversee the informed process to ensure ethical and regulatory standards are met;
- Perform QA/QC of consent forms and study documentation;
- Participate in QA/QC reporting;
- Documentation of collected data;
- Contribute to preparation of study progress reports;
- Manage study records.

Perform other job-related duties per requested

Requirement:

- University or master's degree in public health, epidemiology, socio-psychology, social sciences or relevant fields.
- 3 years working experience in study or project implementation.
- 3 years working experience in public health and/or health intervention study.
- Demonstrated report writing and presentation skills.
- Proven ability of data collection, management, quality assurance.
- Proven interpersonal skills and ability to work effectively in a team.
- Strong written and spoken Vietnamese and English.
- Excellent planning, organizational, interpersonal, communication skills and time management.

The University of North Carolina at Chapel Hill

- Advanced in Microsoft Office (Word, Excel, PowerPoint)
- Experience in using data collection tools (Qualtrics, Access) and using qualitative and quantitative software (STATA/SPSS/NVivo/Dedoose/ATLAS.ti) is an advantage.

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 Mrs. Nong Thi Thuy at thuyha@email.unc.edu and Ms. Hien Vu at hienvu@unc.edu (in the subject line, please put "**Study Officer**") no later than **17:00, May 29th 2026.**

We are sorry that only short-listed candidates will be contacted for interview.