The University of North Carolina at Chapel Hill

JOB ANNOUNCEMENT – Programme 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 Programme Officer.

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

Report to: IR Study Manager and Study Coordinator

Position Summary:

The Programme Officer will provide administrative support and logistics for the study team for effective implementation of study.

Duties & Responsibilities:

1. **Execution of research procedures, inspections, and management of records and data**
   - Liaise and coordinate with study sites to support the implementation of research activities.
   - Contact participants to schedule research appointments within window period.
   - Prepare documentation, test tubes, equipment, supplies, and logistics for appointments.
   - Conduct research appointments according to established procedures and complete relevant research forms.
   - Inspect, store, and prepare samples; create sample transport manifests; and hand over samples to transport personnel on time.
   - Monitor and report any adverse events experienced by participants (if applicable).
   - Assist in verification participation record information and checking forms for completeness and data consistency.
   - Report any irregularities or issue arising during the research process to the research coordinator and research manager.
   - Assist in organizing and archiving participant records.
   - Perform data entry as required.

2. **Support for sample verification and the sample transfer process/procedures**
   - Assist in reviewing, cross-checking information, and verifying the quality of stored DBS samples.
   - Review and compile the list of DBS samples for transfer to the US Lab.
   - Coordinate the preparation of documentation and procedures prior to sample transfer.

3. **Support in-depth interviews (IDI) activities**
   - Schedule interviews with participants and interviewers
   - Review in-depth interviews transcripts and coordinate with interviewers to ensure transcription progress.
   - Check and review the quality of in-depth interviews transcripts translated into Enlish.

4. **Support in research regulatory**
   - Support to synthesis of IR program outline documents for approval by the IRB.
   - Support contact with partners and carry out related procedures.

5. **Assist in preparing payment and settlement documentation**
   - Collect, verify, and reconcile invoices, statements, supporting documents, and payment records from partners, consultants, and service providers.
   - Prepare payment forms in accordance with established financial procedures.
   - Submit payment documentation to the Finance team for processing and track payment status.

6. **Research logistic service**
   - Synthesize procurement proposals for IR program.
   - Logistics services for officials and employees of the Program on business trips (tickets, room reservations, cars, payment…) arranging to welcome program expert working in the office/field and Notify the relevant Department.
   - Support drafting service contracts and official dispatches and documents as required.
   - Prepare and print relevant documents for meetings and monitoring visits.

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

Required qualifications and skills:

- University degree or higher in public health, social sciences or relevant fields
- Knowledge of research procedures
- Knowledge of the health system
- Skills in performing administrative work

The University of North Carolina at Chapel Hill

- Fluent in both spoken and written English.
- Excellent adaptability, interpersonal and organizational skills.
- Attention to detail.

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 hienvu@unc.edu and Ms. Nguyen Thi Kim Ngan at nganntk@email.unc.edu (Please quote the position title in the subject line: "**Programme Officer _ full name**").
The application deadline is **October 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.