

VACANCY

JOB TITLE: Research Officer

POSITION SUMMARY:

Location: Hai Phong, Ho Chi Minh, Can Tho
Employment Type: Fulltime (100% FTE)
Duration: 01 year (extension to be based on performance and availability of funds)
Travel requirements: Frequent travel to districts within the province

BACKGROUND:

Freundeskreis für Internationale Tuberkulosehilfe e.V. (FIT) is a registered non-profit organization working in the field of tuberculosis (TB) prevention and care service delivery, technical assistance, advocacy and research, for additional information please refer to our website: www.tbhelp.org. Currently, **FIT and FIT RD** are collaborating to implement projects with the common goal of ending TB in Vietnam.

FIT RD is a locally registered social enterprise in Viet Nam, registered to operate in the fields of supporting clinical trial research, providing tuberculosis (TB) prevention and care services, advocacy and support technique.

In collaboration with the National TB Control Program (NTP) and other local and international partners, FIT RD carries out activities to support clinical trial research and implement tuberculosis prevention support activities: Search-Treat-Prevent TB program in provinces/cities in Viet Nam. In the short term, we are aiming to 1) increase TB detection and treatment in key populations, such as household contacts, children and people visiting private healthcare providers; 2) provide social support and adherence monitoring options to improve TB treatment outcomes; and 3) scale up TB infection screening and treatment services. As part of this program, we are intensively engaging private providers who are providing TB services. TB care in the private sector often happens with little formal documentation; we are working to improve transparency and the quality of care for TB treatment in the private sector.

Due to the development needs of the enterprise, we are looking for 01 Research Officer with appropriate qualifications and experience.

JOB RESPONSIBILITIES:

1. TB Diagnostic Projects/Study Support.

- Manage study activities in TB diagnostic projects;
- Conduct qualitative research including in-depth interviews (IDI) and focus group discussions (FGD) as required;
- Participate in studies related to artificial intelligence applications in TB detection and diagnostics (AI for TB diagnostics);
- Serve as focal point with principal investigators, develop implementation plans and budgets, and coordinate with provincial and national health institutions;
- Monitor participant recruitment, specimen collection, and data entry;
- Organize technical training on specimen collection and operation of diagnostic equipment for healthcare workers;
- Manage and ensure the quality of data entry for studies into the data management system;
- Facilitate community engagement: coordinate with CHWs, study participants, and local stakeholders;

- Carrying out study and project activities, ensuring the required schedule;
- Train TB staff at District TB Units to perform project/study-related activities;
- Develop standard operating procedures (SOPs) and training materials as required;
- Monitor (serious) adverse events and report to the investigator and study coordinator within 24 hours;
- Enter all the study data into the data management software systems;
- Weekly and monthly reports as required, quarterly reports to donors;
- Complete monthly financial reports related to the project/ study;
- Support other work as required by the study director and line manager.

2. Support for projects/ research on post-tuberculosis lung disease

- Manage study activities in post-tuberculosis lung disease (PTLD) projects, including pulmonary function assessment, imaging, and symptom screening tools;
- Participate in studies related to artificial intelligence (AI) applications in PTLD detection and assessment;
- Serve as focal point with principal investigators, develop implementation plans and budgets, and coordinate with provincial and national health institutions;
- Monitor participant recruitment, clinical and subclinical data collection, and data entry;
- Organize technical training on pulmonary function testing, data collection, and operation of relevant equipment for healthcare workers;
- Manage and ensure the quality of data entry for studies into the data management system;
- Facilitate community engagement: coordinate with CHWs, study participants, and local stakeholders;
- Carrying out study and project activities, ensuring the required schedule;
- Train TB staff at District TB Units to perform project/study-related activities;
- Develop standard operating procedures (SOPs) and training materials as required;
- Monitor (serious) adverse events and report to the investigator and study coordinator within 24 hours;
- Enter all the study data into the data management software systems.
- Weekly and monthly reports as required, quarterly reports to donors;
- Complete monthly financial reports related to the project/ study;
- Support other work as required by the study director and line manager;

3. Supporting in preparing outlines and conducting research

- Develop and edit IRB application;
- Developing and establishing standardized operational procedures for the ongoing group research;
- Construct data collection forms and manage data, completing data entry forms on ONA, REDCap, ACIS;
- Organize training sessions, prepare, and present a section of content related to the NC process: patient recruitment, data collection, data entry;
- Coordinate with relevant technical units, especially the NRL and provincial labs, to implement new testing techniques and enhance capacity for lab staff;
- Develop and finalize budgets, plans for activities within the research, and for each specific activity;
- Edit and finalize documents, contracts for the importation of chemicals, and testing for the research;
- Suggest improvements for the development and finalization of contracts between the organization and hospitals for project implementation and research;

- Develop SOPs for the process of preparing and submitting applications for research conducted by FIT RD organization
- Assist with other activities as requested by manager and the board of directors.

JOB REQUIREMENTS:

- Bachelor's degree in a field related to health, epidemiology, development, or management is required
- At least 2 years of experience working in non-profit organizations, preferably for health-related programs/projects
- Experience effectively engaging with government health entities
- Experience engaging with community healthcare workers
- Strong organizational and work prioritization skills, attention to detail
- Strong verbal and written communications skills
- Good attitude, self-motivated, and ability to work well individually as well as in teams
- Proficiency in Microsoft Office software
- Fluency in Vietnamese is required
- Some knowledge of English is preferred, but not required

APPLICATIONS SHOULD INCLUDE:

- A cover letter
- A detailed Curriculum Vitae
- At least two employment references (Name, Phone Number, Email Address)

SUBMIT AN APPLICATION:

- By e-mail to hr@tbhelp.org
- Subject: "Application for Research Officer in Hai Phong/Ho Chi Minh/ Can Tho"
- No later than **31 October 2026**

Compensation and the final position grade will be commensurate with experience. Full benefits will be included in the compensation package. All applications will be carefully considered, but only short-listed applicants will be contacted and interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.

FIT RD is an equal opportunity employer.