



FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology— creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

We are currently seeking qualified candidates for the two positions: **Data Manager** and **Assistant Data Manager** based in Ho Chi Minh City

Data Manager

- Responsible for day to day operations of case report form (CRF) processing , data entry, data cleaning, and filing, and data querying activities for clinical trials.
- Provide support to data collection sites; provide feedback to sites of CRF completion problems; monitor data cleaning and trouble shoots problems
- Manage all standard operating procedures (SOPs) and work instructions (WIs) for data management activities
- Manage the assignment of duties and schedules within the data management group.
- Required minimum qualifications: BS/BA in statistics, sciences, or related field and 3-5 years related work experience, preferable MSc/MA with related course work and 2-3 years related work experience.

Assistant Data Manager

- Provide support to the Data Manager performing data entry for those sites that cannot enter data
- Process the Case Report Forms (CRFs) being sent from the sites and communicates issues that may arise.
- Ensure data cleaning procedures of forms being sent in are complete and well communicated with sites any problems that may arise.
- Provide administrative support such as filing of CRFs, maintain accurate filing system, and ensure access is restricted to study personnel.
- Review CRFs for completeness and review batch flow sheets.
- Reconcile batches of data, perform QC from time to time, and coordinate QC with sites where data is entered at the sites.
- Required minimum qualifications: Diploma and 3-5 years relevant experience or BSc/BA statistics, sciences, or related field, or MSc/MA with related course work and 1-2 years related work experience.

General requirements for all positions:

- Excellent administrative skills and organizational ability.
- Thorough knowledge of basic assumptions of clinical trial practice for data acquisition and quality assurance.
- Thorough knowledge of clinical data management tools such as Excel, Word and Access and clinical database application.
- Good ability to manage fast-paced work flow with minimal supervision
- Strong interpersonal skill and good English verbal and written communication skills.

FHI 360 offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application in English by **August 24, 2012** to:

Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: recruitment@fhi.org.vn

Please specify the position you are applying for in your application.
Only shortlisted candidates will be contacted for interviews