

IHRI are pleased to announce the recruitment for 4 staff positions

Institute of HIV Research and Innovation (IHRI) is a leader in research and innovation in the prevention of HIV and other health issues. We are a non-profit organization that is focused on organizational development through effective human resources management and capacity development processes to enable our personnel to work as efficiently as possible. Based on equality and community participation, which drives good public health policy. In addition, IHRI is a regional resource for research, education and training.

Institute for HIV Research and Innovation (IHRI) stands for the elimination of stigma and discrimination and respect for diversity, to allow individuals to truly demonstrate their full potential, meet challenges, and have opportunities for career advancement and personal development to build a creative society together with us.

Location Pribta Clinic, 319 Chamchuri Square Building, 11st Floor, Unit 1109-1116, Phayathai Road, Pathumwan, Bangkok, Thailand.

****Convenient located near the MRT (Samyan Station)****

1. Research Nurse 1 Position

Role Overview

The main purpose of this position is to work as a nurse on HIV/STIs and other emerging work areas prioritized by IHRI such as gender-affirming hormone therapy, harm reduction and sexual and reproductive health and rights (SRHR) and implementation research projects for key populations being conducted at Pribta Tangerine Clinic. The duties include but are not limited to: providing primary and preventive healthcare services in HIV/STIs and other health-related services for clients to receive appropriate assessment, maintaining medical records, managing follow-up appointments, administering medications and vaccines, and performing sample collection and cancer screening in accordance with proper standards under the technical direction of a physician. The nurse will also participate in implementation research projects in enrolling study participants, obtaining informed consent, completing study procedures, collecting samples, collecting data, and entering data to the system according to study protocols, based on good clinical practice principles.

Core Accountability & Responsibility

1. To provide advice, information, education, and counseling to clients who receive HIV/STIs and other health-related services.
2. To interpret and notify lab results to clients.
3. To provide services, such as vaccine injection and STI treatment.
4. To manage appointments with clients.
5. To make appropriate referrals within the multidisciplinary team and to external agencies for supports and other needs.
6. To promote sexual health and wellbeing by raising awareness of sexual health services, liaising with colleagues as required.
7. To screen, enroll, and follow-up clients in the related studies.
8. To perform assigned tasks related to the study procedures in compliance with the protocol.
9. To enter clients' information into the database.
10. To coordinate with the data team to ensure the completion and high quality of dataset.
11. To develop SOPs as requested, such as retention SOP.
12. Assist in site preparation, participant recruitment, screening, enrollment and follow-ups of assigned research studies.
13. To adhere to IHRI research policies, regulations, and GCP/HSP principles.
14. To manage the medical supply inventory for clinic.
15. Other tasks as assigned by the supervisor

Qualifications and Experience

1. Bachelor degree of nursing science.
2. Minimum 3 years of clinical experience or research experience.
3. Good understanding and sensitivity to gender diversity, people living with HIV, and other vulnerable populations as well as good understanding of the political and ethical issues surrounding HIV and AIDS.
4. Good knowledge of HIV/AIDS and STI Prevention.
5. Actively keeping up to date with new knowledge and findings related to the field of HIV/STIs.
6. Must possess knowledge of other emerging work area including harm reduction, mental health, and SRH.

7. Possess competency over all streams of services including HIV/AIDS and STIs, gender-affirming hormone therapy, harm reduction, mental health, and SRH.
8. Ability to perform tasks with minimal supervision and ability to manage workload under pressure.
9. Computer literacy in Microsoft Office applications and relevant computer software skills.
10. Able to provide the services to clients with sensitivity to gender diversity and their social contexts.
11. Able to demonstrate knowledge and understanding of clinical and implementation research.

2. Clinic Operation Officer 3 Positions

Role Overview

The Clinic Operation Officer is responsible for ensuring smooth and efficient clinic operations both onsite and online. The Clinic Operation Officer provides client services with professionalism and respect, manages client registration and appointment scheduling, and coordinates with CBO partners for referrals. This role also supports online service platforms such as appointment booking and teleconsultation, assists with all logistics and administrative tasks in clinic, and ensures effective communication within the clinic team.

Core Accountability & Responsibility

1. Welcome clients and provide non-judgmental, gender-sensitive, and informative responses to all inquiries.
2. Respond to client inquiries through calls, emails, LINE Official, Facebook, and Instagram in a timely and professional manner.
3. Provide information on clinic services, promotions, and financial assistance programs.
4. Support telehealth services, including virtual consultations and online follow-ups, guiding clients through the process and troubleshooting access issues.
5. Ensure smooth communication between clients and clinicians, maintaining consistent service quality across both onsite and online channels.
6. Interview clients to obtain necessary personal information, documents, and signatures.
7. Ensure complete and accurate registration and service data entry in the clinic system.
8. Correct registration or data errors and assist other staff with registration as needed.
9. Maintain client records and confidential data according to organizational data protection standards.
10. Generate reports and statistics when requested by the Clinic Operation Supervisor.
11. Manage appointment bookings and coordinate clinician schedules to maximize service availability.
12. Communicate with clients and staff regarding appointment status, waiting lists, and rescheduling options.
13. Coordinate with CBO partners, referral organizations, and external clinics for client referrals and follow-ups.
14. Maintain up-to-date referral tracking and ensure timely communication between all parties.
15. Support clients in navigating referral options and ensure continuity of care.
16. Perform administrative duties and management of clinic supplies and equipment including estimation of supplies and equipment, coordination with Procurement and vendors, stocking and inventory record.
17. Perform other tasks as assigned.

Qualifications and Experience

1. Bachelor degree in social work, psychology or a related field, or equivalent minimum 2-3 years of experience in HIV and AIDS.
2. Experience in environment of hospital, clinic, or medical service center are preferred.
3. Case management and counseling experience preferred.
4. Must be computer literate.
5. Must be computer literate Must be sensitive, friendly, and have the people skills to work with transgender clients and their partners, including those who are sex workers, youth, substance users, low-income individuals.
6. Data collection, analysis, and reporting for health outcomes.
7. Provide HIV counseling and guidance on PrEP/PEP, supporting clients to cope with diagnosis.
8. Collect, analyze, and communicate data to improve client health outcomes.
9. Manage multiple tasks under deadlines and work well under pressure.
10. Communicate effectively and professionally in Thai and English with clients and staff.
11. Maintain punctuality, flexibility, and open communication with supervisors and team.
12. Demonstrate conflict management skills.

Please send your cover letter, CV and expected salary by email to recruit@ihri.org If you need any further information, please contact us via e-mail or phone: 061 868 9651 or visit our website at <https://ihri.org/work-with-us/>

Application Deadline: 5 December 2025 Only short-list candidates will be notified.