

IHRI are pleased to announce the recruitment for 2 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 319 Chamchuri Square Building, 11st Floor, Unit 1109-1116 Phayathai Road, Pathumwan, Bangkok 10330 Thailand ** Convenient located near the MRT (Samyan Station) **

1. Program Officer (Clinical Research) 1 Position

Role Overview

Program Officer will manage and support the design, implementation, monitoring and reporting of Clinical research, and related studies and programs, in collaboration with all partners. Under the Program Manager, the Program Officer will work to support and ensure timely and successful progress of the study and program activities, from start-up through close-out. The Program Officer will support trial activities to strengthen the capacities of studies to provide and deliver high quality service and research, will provide technical leadership on various aspects and situation, and contribute to the efforts to strengthen study site.

Core Accountability & Responsibility

1. Manage and support all aspects of the study implementation, including study preparation, launch, conduct of recruitment and development of study procedures, monitoring and reporting
2. Manage and support all aspects of the technical area of expertise, including ensuring that activities are implemented according to standard operating procedures (SOPs), coordination of training activities, and development of tools, materials, and reports
3. Ensure effective project plans and budgets are in place and work proactively with the study team and other related teams to set priorities in accordance with project plan, study protocol, SOPs, ICH/GCP guidelines and regulatory requirements.
4. Contribution to the development of presentation and publication of study progress and key findings
5. PO is responsible for QA/QC the research/program to ensure that trials are conducted in compliance with the protocol, SSP, GCP, and applicable regulatory requirements.
6. Quality control should be applied at every stage of data handling to ensure the reliability of all data and confirm that they have been processed accurately.
7. Perform other duties as assigned

Qualifications and Experience

1. Bachelor's degree in health management, public health, nursing and/or related field
2. At least 5 years' experience in relevant Clinical trial study.
3. Good experience in clinical research management.
4. Experience working with government and local health facilities, CRO, government agency, or private organization
5. Broad technical competencies in the areas of HIV prevention, care and treatment and good understanding of HIV situation among key populations
6. Human subject protection/ Good Clinical Practice.
7. Strong analytical and problem-solving skills, with ability to make sound judgment and decisions, and offer innovative solutions
8. Good communication, presentation and facilitation skills.
9. Monitoring, evaluation, and reporting skills
10. Supervisory Skills (Job Delegation, follow up, giving feedback)
11. Coaching and Mentoring Skills

2. Research Nurse (Clinical Research) 1 Position

Role Overview

Research nurse (RN) assist and report to Research Nurse Supervisor (RNS) in apply and direct various clinical research projects and program implementation. Clients are their research subjects, and RN should primarily be concerned with the protection and care of clients. RN should possess knowledge of medical and scientific terminology, strong interpersonal and communication skills, the capacity to analyze and interpret data, the ability to maintain confidentiality, ensures the integrity and quality of clinical trials are maintained and conducted in accordance local regulations, Institutional Review Board (IRB) approvals, and related policies. RN will assist RNS in research studies, program implementations in accordance with the IHRI's strategy, policy and procedures.

Core Accountability & Responsibility

1. Ensures compliance with each study's protocol by providing thorough review and documentation at each subject study visit.
2. Participates in recruitment and selection of study participants by interviewing and documenting medical history to determine compliance with eligibility requirements.
3. Performs medical tests, including, but not limited to, vital signs, imaging studies, and electrocardiograms.
4. Administers investigational medications and performs participant assessments during clinic visits to determine presence of side effects; notifies Principle Investigator of findings/issues.
5. Provides participants education and medical information to study participants to ensure understanding of proper medication dosage, administration, and disease treatment.
6. Documents medical data in source document to capture protocol requirements.
7. Review and assess data collected
8. Collaborate with investigators and statistical consultants.
9. Preparing, processing, administration study product or medication in clinical trial unit and Pribta Tangerang clinic service as need.
10. Do other research tasks as assigned by supervisors.
11. Attend and contribute to relevant meetings.
12. Work with colleagues on joint projects/programs, as required.
13. Collaborate with all stakeholders on areas of IHRI research/program interest.
14. Perform other tasks as assigned

Qualifications and Experience

1. Bachelor or Master's degree in nursing science and valid RN license.
2. Minimum 3 years of clinical experience or research experience
3. Good Clinical Practice (GCP) and Human Subject Protection (HSP) Certificates.
4. Clinical research training is an advantage.
5. Must have professional demeanor, strong communication skills with the public as well as physicians and co-workers.
6. Technological proficiency including Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Project), clinical trials databases and management software, and the Internet.
7. Knowledge of HIV and AIDS related to key populations.

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: 1 September 2025 Only short-list candidates will be notified.