

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

Convenient located near the MRT (Samyan Station)

1. 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. Pharmacist Assistant 1 Position

Role Overview

The Pharmacist Assistant is responsible for the preparation and accountability for medications dispensed to clients in services and subjects in research trials. The highest degree of accuracy and attention to detail is expected of this position. Additionally, the Pharmacist Assistant is responsible for management of drug and supply inventories and periodic reordering to ensure medications are available when required; compliance with regulations, policies and study protocols. Other key accountabilities include but are not limited to: assisting visitors, providing services to clients, research personnel and study participants; active participation in and assistance with audits and inspections; ensuring compliance with departmental and institutional policies; and collaboration and cooperation with other members of the study team as needed.

Core Accountability & Responsibility

1. Gather and enter client information and doctors' prescriptions in computer systems
2. Assess prescriptions for completeness
3. Prepare, package and give medications after a pharmacist has approved on the appropriateness of the prescription
4. Compound non-sterile pharmaceutical products.
5. Price, stock and mark items for sale
6. Provide clients with non-drug product information
7. Participate in health promotion (for example, disease management screening and consultation clinics)
8. Maintain proper drug storage and security
9. Support the work with healthcare professionals and the community-based organization staff to ensure/improve quality of pharmacy management
10. Place and receive orders for stock to maintain inventory
11. Maintain prescription and inventory record keeping systems
12. Perform other tasks as assigned

Qualifications and Experience

1. At least Certificate or Diploma level in any education field
2. Holding a Certification as Pharmacy Technician from an accredited institution in area of pharmacy technician training
3. Minimum 3-years experience in the practical application of assisting pharmacists, as a role of Pharmacist Assistant, investigation preferred but not required
4. Preparing and packaging medications for patients as well as managing records accordingly
5. Strong client service and communication skills and experience managing inventories using a computerized systems.
6. Strong spelling, reading, and mathematics skills.
7. In-depth knowledge of reading prescriptions accurately
8. Pharmacy skills

9. Ability to grasp pharmacy policies quickly and manage supplies as well as patients accordingly.
10. Ability to remain calm and handle emergencies
11. Detail oriented
12. Keep up to date with new products and practice
13. Mathematical skills for performing accurate calculations.
14. Excellent interpersonal skills for communicating with customers and sorting out issues.
15. Professional deal with patient/customers' complaints and queries
16. Knowledge of medical equipment and latest medications on the market.
17. Computer knowledge for maintaining database and entering records using a computer system.
18. Stocking shelves and flow of supplies.

Welfare and Benefits

1. Social Security and Workmen Compensation Fund
2. Group Insurances (Life, Accident, Health and Dental Care)
3. Provident Fund
4. Annual Medical Checkup
5. Funeral/Cremation Support
6. Flexible Working Hours and Working from Home
7. Staff Learning and Development
8. Leaves
 - Annual Leaves 15 or 18 days per year
 - Personal Leaves 10 days per year
 - Continue Study Leave

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: 30 April 2026 Only short-list candidates will be notified.