

Urgent!! IHRI are pleased to announce the recruitment for 5 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/ADIS 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. Regulatory officer 1 Position

Role Overview

ในการทําราชการเกี่ยวกับมนุษย์ต้องคํานึงถึง การปกป้องคุ้มครอง สิทธิ สวัสดิภาพ ความปลอดภัยและความเป็นอยู่ที่ดีของผู้เข้าร่วมวิจัยหรืออาสาสมัคร ที่เข้าร่วมโครงการวิจัย ซึ่งผู้วิจัยที่ทําราชการนั้น จะต้องยื่นเอกสารงานวิจัยให้คณะกรรมการจริยธรรมการวิจัยพิจารณา เพื่อให้ได้งานวิจัยที่มีคุณภาพ ปลอดภัยแก่อาสาสมัคร และได้ผลงานวิจัยที่น่าเชื่อถือ ดังนั้นเจ้าหน้าที่ระเบียบงานวิจัย (Regulatory Officer) จึงเป็นส่วนสำคัญที่จะช่วยผู้วิจัยในการจัดเตรียมเอกสารโครงการวิจัยต่างๆ ให้ครบถ้วน สมบูรณ์ เป็นไปตามข้อกำหนดที่เกี่ยวข้อง เพื่อยื่นขอรับพิจารณาจากคณะกรรมการวิจัยจากสถาบันที่เกี่ยวข้อง รวมทั้งจัดเตรียมเอกสารการรายงานเหตุการณ์ไม่พึงประสงค์ต่างๆ ที่เกี่ยวข้องกับอาสาสมัคร ให้คณะกรรมการจริยธรรมได้รับทราบ

Core Accountability & Responsibility

1. จัดเตรียมเอกสาร/ร่างหนังสือ ตามเรื่องที่จะขอขึ้นพิจารณาจากคณะกรรมการวิจัย เสนอให้หัวหน้าตรวจสอบความถูกต้อง
2. ดำเนินการจัดส่งเอกสารไปตามสถาบันที่เกี่ยวข้อง
3. ติดตามความคืบหน้าและรายงานผู้เกี่ยวข้องอย่างต่อเนื่อง
4. เมื่อได้รับใบอนุญาตจะต้องแจ้งให้ผู้วิจัยหรือผู้เกี่ยวข้องได้รับทราบ
5. ติดตามรายงานคณะกรรมการพิจารณาในแต่ละรอบการประชุม
6. ลงข้อมูลวันอนุมัติโครงการ และวันหมดอายุ
7. ลงข้อมูลโครงการที่ต้องรายงานความก้าวหน้า 90 วัน 180 วัน และ 1 ปี
8. แจ้งเตือนหัวหน้าโครงการและทีมที่เกี่ยวข้องเมื่อโครงการจะหมดอายุ หรือถึงเวลาที่จะต้องรายงานความก้าวหน้า ก่อนล่วงหน้า 60 วัน เพื่อให้หัวหน้าโครงการและทีมได้รับทราบ
9. เก็บข้อมูล Protocol version ทุกโครงการ
10. เก็บข้อมูลเอกสารที่ใช้กับอาสาสมัคร version ที่ใช้ปัจจุบัน
11. เก็บข้อมูลประวัติเจ้าหน้าที่หน่วยIHRI ซึ่งจะต้องมีการ Update ทุก 2 ปี
12. เก็บข้อมูลใบ Certificate good clinical practice (GCP), Certificate Human Subject Protection (HSP) จะต้องมีการ Update ทุก 3 ปี
13. มีการแจ้งเตือนเจ้าหน้าที่ทุกท่านเมื่อเอกสารจะหมดอายุ ล่วงหน้าอย่างน้อย 60 วัน
14. จัดทำแฟ้มเก็บเอกสารทุกโครงการวิจัย
15. จัดเก็บเอกสารโครงการเข้าแฟ้ม ทั้ง Hard copy และ Electronic File
16. ประสานนัดวันประชุม
17. จัดทำจดหมายเชิญ
18. เตรียมสถานที่ประชุม
19. สรุปรายงานการประชุม
20. แจ้งข้อเสนอนะขอคณะกรรมการให้ผู้วิจัยรับทราบ
21. ปฏิบัติงานอื่นตามที่ได้รับมอบหมายภายในระยะเวลาที่เหมาะสม

Qualifications and Experience

1. วุฒิปริญญาตรีทางด้านสาธารณสุข, บริหารธุรกิจ หรือสาขาอื่นๆ ที่เกี่ยวข้อง
2. มีประสบการณ์ทำงานไม่ต่ำกว่า 3 ปี ที่เกี่ยวข้องกับการทําราชการทางการแพทย์หรืองานวิจัยที่ใกล้เคียง
3. หากมีประสบการณ์ทำงานในองค์กรสากลไม่แสวงหาผลกำไร (International non-profit organization) จะเป็นประโยชน์ยิ่ง
4. มีความรู้ความเข้าใจพื้นฐานเกี่ยวกับแนวทางการปฏิบัติการวิจัยทางคลินิกที่ดี
5. มีความรู้ความเข้าใจในมาตรฐานการวิจัยในมนุษย์
6. มีความละเอียดรอบคอบในการปฏิบัติงาน
7. สามารถใช้คอมพิวเตอร์โปรแกรมสำเร็จรูปพื้นฐานต่าง ๆ ได้ดี
8. มีทักษะการฟัง พูด อ่านเขียน ภาษาอังกฤษได้เป็นอย่างดี
9. ทักษะความรู้ความเข้าใจพื้นฐานเกี่ยวกับแนวทางการปฏิบัติการวิจัยทางคลินิกที่ดี
10. ทักษะความรู้ความเข้าใจเกี่ยวกับมาตรฐานการทําราชการเกี่ยวกับมนุษย์

11. ทักษะความเข้าใจในระเบียบงานวิจัย
12. ทักษะการเขียนหนังสือที่เป็นทางการ การเขียนรายงาน
13. ทักษะการฟัง พูด อ่านเขียน ภาษาอังกฤษได้เป็นอย่างดี

3. 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.

4. Care and Counseling Officer (HIV/AIDS Stream) 1 Position

Role Overview

The Care and Counseling Officer (HIV/AIDS Stream) will provide a comprehensive set of services including counseling for HIV testing, prevention, and treatment, linkage to care for clinic clients and their partners, and other emerging work areas prioritized by IHRI such as gender-affirming hormone therapy, harm reduction and sexual and reproductive health (SRH). The Care and Counseling Officer will play an important role in providing ART initiation, health scheme referral, psychosocial, physical, socioeconomic and legal support to ART clients as needed, to ensure their good quality of life and U=U status achieved. Moreover, the Care and Counseling Officer will help with the implementation and data collection in research projects that involve Pribta Tangerang Clinic.

Core Accountability & Responsibility

1. Provides HIV counseling and healthcare services to transgender clients and their partners at Tangerang Community Health Center
2. Conduct client intake, risk assessment and document all services tailored to individual clients' health needs
3. Participate in online and offline promotion activities and events and provide accurate information and understanding of HIV prevention, care and treatment, and other transgender-related health
4. Perform administrative duties, including filing, recording results, management of clinic supplies and office equipment
5. Respond to online clients on all clinic online platform in a timely manner with accurate information as well as deliver the lab results to clients who request online results.
6. Inform follow-up management.
7. Inform appointment notification
8. Assist with site preparation, participant recruitment, screening, enrollment and follow-ups for assigned research studies
9. Conduct data entry for all clients to the database system as required by the clinic and IHRI.
10. 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. Case management and counseling experience preferred
3. Must be computer literate
4. Must possess knowledge of HIV transmission and issues related to risk behavior including sexual behaviors
5. 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. Ability to provide gender-affirming hormone therapy and trans health-related counseling appropriate to client needs.
7. Ability to perform basic screening and appropriate referral.
8. Ability to provide HIV counseling appropriate to client needs
9. Make appropriate decisions in the provision of pre- and post-exposure prophylaxis (PrEP and PEP)
10. Support clients to accept and positively cope with an HIV diagnosis and its psychosocial and emotional consequences.
11. Correctly collect, analyze and interpret and communicate data for decision making to improve health outcomes for clients with, at risk for, or affected by HIV and AIDS
12. Ability to provide basic harm reduction and substance use-related counseling.
13. Ability to provide basic women's health counseling including safe medical abortion and contraceptive use.
14. Ability to perform basic screening and appropriate referral.

5. Care and Counseling Officer (Trans Health Stream) 1 Position

Role Overview

The Care and Counseling Officer (Trans Health Stream) will provide HIV counseling, testing, treatment and linkage to care for transgender clients and their partners at the Tangerine Clinic. The Care and Counseling Officer will also play an important role in providing psychosocial support and facilitating access to safe gender-affirmative hormone treatment and other transgender-specific healthcare services. Moreover, the Care and Counseling Officer will provide services for other emerging work areas prioritized by IHRI such as HIV/AIDS, harm reduction and sexual and reproductive health and rights (SRHR). In addition, The Care and Counseling Officer will assist with research around participant recruitment, screening, enrollment and follow-up as assigned.

Core Accountability & Responsibility

1. Provides HIV counseling and healthcare services to transgender clients and their partners at Tangerine Community Health Center
2. Conduct client intake, risk assessment and document all services tailored to individual clients' health needs
3. Participate in online and offline promotion activities and events and provide accurate information and understanding of HIV prevention, care and treatment, and other transgender-related health
4. Perform administrative duties, including filing, recording results, management of clinic supplies and office equipment
5. Respond to online clients on all clinic online platform in a timely manner with accurate information as well as deliver the lab results to clients who request online results.
6. Inform follow-up management.
7. Inform appointment notification.
8. Assist with site preparation, participant recruitment, screening, enrollment and follow-ups for assigned research studies
9. Conduct data entry for all clients to the database system as required by the clinic and IHRI.
10. 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. Case management and counseling experience preferred
3. Must be computer literate
4. Must possess knowledge of HIV transmission and issues related to risk behavior including sexual behaviors
5. 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. Ability to provide gender-affirming hormone therapy and trans health-related counseling appropriate to client needs.
6. Ability to perform basic screening and appropriate referral.
7. Ability to provide HIV counseling appropriate to client needs.
8. Make appropriate decisions in the provision of pre- and post-exposure prophylaxis (PrEP and PEP)
9. Support clients to accept and positively cope with an HIV diagnosis and its psychosocial and emotional consequences.
10. Ability to provide basic harm reduction and substance use-related counseling.
11. Ability to provide basic women's health counseling including safe medical abortion and contraceptive use.
12. Ability to provide basic mental health counseling.
13. Ability to work with a multidisciplinary team for both clinical service and research initiative.

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.