**RECRUITMENT ANNOUNCEMENT**

**Position:** Data analysis and management for HIV Surveillance

**Quantity:** 01 individual

**Workload:** full-time (40 hours/week)

**Salary**: 1,200-1,400 USD/ month

**Specifications of the position:**

* Joining the National Technical Working Group (TWG) discussion and providing inputs for SOP development/amendment, training material development, monitoring data collection, and reporting the results of HIV surveillance activities.
* Directly work with TWG and provide training, technical assistance to monitor, evaluate and improve the quality of HIV surveillance data.
* Develop tools and simple application solutions that allow data to be routinely analyzed, monitored and ensure data quality and integrity
* Design and maintain the data management system and data exchange in the designed online platform for knowledge sharing and HIV surveillance data
* Conducting data analysis using HIV program data and surveillance data involved in preparation for reporting and dissemination of the surveillance activities.
* Responsible for secure backup and storage of data for maintaining strict confidentiality policies and procedures.
* Working with government of Vietnam, implementing partners and stakeholders to develop budget, plan, administration procedure, prepare logistic, monitor implementation and visit study sites for surveillance activities.
* Working with implementing partners to ensure surveillance acitivities planned and implemented timely with high quality.
* Weekly report directly the working progress and performance of activities to surveillance team lead.

**Required knowledge and skills**:

* At least three years experience of data analysis, technical report writing and simple applications experience using MS access, Redcap, Stata, SPSS, R, or similar tools, particularly with data of a large number of records;
* Experience in forms management and error resolution in data entry is required.
* The ability to assess the requirements of assigned project and determine the most efficient timely computer application techniques is required.
* Comprehensive and evolving knowledge of databases and data management, statistical and mathematical analysis techniques integrated with computer applications is required.
* Being able to use English at work (with a focus on listening, reading and writing skills) – equivalent to IELTS 6.5;
* Being graduated with an Master Degree in biostatisticsand public health or related field.