



## PHPT International Research Unit (Chiang Mai University, IRD)

[www.phpt.org](http://www.phpt.org)

### Position available: Project Coordinator/Project Manager

The PHPT HIV Counseling and Testing project is an operational research project taking place in Chiang Mai city to identify and assess new methods to increase HIV testing in key populations.

#### Duties and Responsibilities:

- Organize and coordinate project activities according to scientific objectives (development of study documents, procedures, consent forms, questionnaires, activity tracking, Information Technology tools and quality monitoring tools)
- Establish and maintain effective communication with project partners and up-to-date plan for project activities, and internally between staff involved.
- Identify and monitor key activities to ensure successful completion of the project, and monitor quality.
- Monitor data collection and management for analyses, review 6-month progress reports and ensure diffusion of the reports
- Organize meetings (with timely meeting reports), email correspondence or telephone conversations as needed.
- Possibly participate for part of the time in counseling activities at the testing facility, participate in on-call duty for the Hotline system
- Organize reviews by the Steering Committee.

#### Desired qualification:

- At least Master in Nursing, Public Health, or other health related discipline
- Interest for the objectives of the project
- Experience in coordinating a similar project
- Counseling training and/or experience in similar activities is a plus
- Computer literate
- Proficient in English.
- Salary: 30,000 Baht per month, depending on qualifications.

Training will be provided. Please email your resume and motivation letter to [secretary@phpt.org](mailto:secretary@phpt.org), copy to [caroline.huron@phpt.org](mailto:caroline.huron@phpt.org)

More information: Tel: 053 819 125-9 ext. 120 (Mr. Pongsak Pirom), [www.phpt.org](http://www.phpt.org)

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