

No: 1751 /TB-TĐHYKPNT

Ho Chi Minh City, Date 18 , May , 2026

ANNOUNCEMENT

Regarding the Recruitment of Members for Invasive Fungal Infection Projects in Support of Scientific Research Development Activities at the Center for Biomedical Testing and Research

Based on the Civil Code No. 91/2015/QH13 dated November 24th, 2015;

Based on Decree No. 111/2022/NĐ-CP dated December 30th, 2022 of the Government on contracts for certain types of work in administrative agencies and public service units;

Based on Decision No. 1847/QĐ-UBND dated May 12th, 2025 of the People's Committee of Ho Chi Minh City on the assignment of duties related to leadership, management, operational administration, financial transactions, and the execution of responsibilities of the Rector of Pham Ngoc Thach University of Medicine;

Based on Submission Form No. 111/PT-TTXNNCYS dated Decembet 30th, 2025 from the Center for Biomedical Testing and Research regarding the approval of the recruitment announcement for Invasive Fungal Infection Projects members to support scientific research development activities at the Center;

Pham Ngoc Thach University of Medicine hereby announces the recruitment of Invasive Fungal Infection Projects members to support scientific research development activities at the Center for Biomedical Testing and Research, as follows:

1. Recruitment Principles:

- The recruitment process shall be conducted in accordance with the relevant regulations, ensuring democracy, transparency, and fairness.
- All Vietnamese citizens who meet the eligibility conditions and standards as prescribed by the State are entitled to participate in the recruitment process.
- Any cases of providing false information or submitting falsified documents shall result in termination of employment.

2. General Requirements:

Applicants must meet the following criteria:

a) Possess good political and moral qualities; have a clear personal background; not be under disciplinary action, under review for disciplinary measures, or under criminal investigation.

b) Hold a university degree or higher (priority will be given to applicants with excellent academic performance or doctoral degrees) in a field relevant to the position applied for.

c) Have the ability to apply information technology in professional work (as prescribed in Circular No. 03/2014/TT-BTTTT or hold an equivalent certificate meeting the Basic Information Technology Skill Standards under Circular No. 03/2014/TT-BTTTT, as guided in Joint Circular No. 17/2016/TTLT-BGDĐT-BTTTT dated 21st June 2016 of the Ministry of Education and Training and the Ministry of Information and Communications).

d) Have the ability to use a foreign language in performing teaching and academic duties (in accordance with Circular No. 01/2014/TT-BGDĐT dated 24th January 2014 of the Ministry of Education and Training promulgating the Six-Level Foreign Language Proficiency Framework for Viet Nam).

đ) Be in good health and not have speech impediments such as stammering or lisping.

e) Meet specific criteria for each position as stated in the recruitment announcement.

3. Specific Requirements, Number of Positions, and Job Titles to Be Recruited:

(Attached as an appendix to this Announcement.)

4. Recruitment Schedule:

- Application period: From the date of issuance of this recruitment announcement until the end of 26th May 2026.
- Application review period: From 27th May 2026.
- Professional assessment period: After the announcement of application review results.

Specific details will be announced on the official website of Pham Ngoc Thach University of Medicine at <https://www.pnt.edu.vn/>

5. Application Documents and Submission Venue:

5.1. Application Documents:

- Cover letter in Vietnamese and English;
- Curriculum vitae in Vietnamese and English with a 4x6 photo (issued within the last 6 months and certified by the local authority), including full employment history, relevant skills for the applied position, and other pertinent information;
- Certified copies of degree(s) and full academic transcript(s) for Bachelor's, Master's, or Doctoral levels. In cases where the degree was issued by a foreign institution, an official Recognition of Foreign Qualifications must be provided (as regulated in Circular No. 13/2021/TT-BGDĐT dated 15th April 2021 and Circular No. 07/2024/TT-BGDĐT dated 02 May 2024 by the Ministry of Education and Training);
- Valid foreign language proficiency certificate (certified copy);
- Certified copy of computer skills certificate;
- Certified copy of Citizen Identification Card;
- Certified copy of birth certificate;

- Judicial record certificate issued by the Department of Justice within the last 6 months;
- Medical certificate issued within the last 6 months (with official red seal of the issuing medical facility);
- Two (02) color photos (size 4x6 cm);
- Application dossier enclosed in a job application folder, with the applicant's full name, contact number, and relevant personal information clearly indicated on the cover.

Only short-listed applicants will be contacted for interviews. Application documents will not be returned in cases where candidates are not selected.

5.2. Application Submission Venue:

Applicants are kindly requested to submit their applications online via email at: tuyendung@pnt.edu.vn

Respectfully./.

Recipients:

- University Leadership Board (*for reporting*);
- Center for Biomedical Testing and Research (*for information*);
- Information Technology Division (*for website posting*);
- Archives: University Office, HR Office (CK/03b).

**PP. RECTOR
EXECUTIVE VICE - RECTOR**

(Signed)

Assoc. Prof Nguyễn Đăng Thoại, PharmD.

**POSITIONS, NUMBER OF VACANCIES, AND RECRUITMENT CRITERIA
FOR INVASIVE FUNGAL INFECTION PROJECTS MEMBERS TO
SUPPORT SCIENTIFIC RESEARCH DEVELOPMENT ACTIVITIES
AT THE CENTER FOR BIOMEDICAL TESTING AND RESEARCH**

*(Enclosed with Announcement No. /TB- TDHYKPNT dated ,
of Pham Ngoc Thach University of Medicine)*

1. ADMINISTRATIVE STAFF

1.1 Key Responsibilities:

- Process and provide support for administrative documents and paperwork of the project in accordance with the regulations of the University and the sponsor.
- Monitor, compile, and assist in handling procurement, payment, expense proposals, and other related administrative procedures of the project.
- Coordinate with relevant departments and stakeholders in administrative tasks, logistics, meetings, conferences, training sessions, and other professional activities of the project.
- Manage and maintain records, documents, data, and administrative files related to the assigned areas of responsibility in a complete, systematic, and confidential manner.
- Support the monitoring of progress related to administrative tasks, procurement activities, and other assigned duties.
- Assist in preparing periodic reports, compiling data, and preparing documents related to the assigned scope of work upon request.
- Communicate and coordinate with partners, suppliers, and related units when assigned.
- Perform other administrative duties of the project as assigned by the direct supervisor.

1.2 Key Requirements:

- Bachelor's degree or college diploma in Logistics, Administrative Management, Business Administration, Economics, or other related fields.
- Proficient in Microsoft Office applications, especially Word, Excel, PowerPoint, and online working tools.
- Good organizational, document management, and task-tracking skills.
- Ability to work effectively in a team and communicate efficiently with colleagues and partners.
- Strong sense of responsibility, carefulness, proactiveness, and integrity in work.
- Ability to work under pressure and meet deadlines.

- Good problem-solving and situation-handling skills in an administrative and project-based environment.

- English communication skills are considered an advantage, especially in an international working environment.

1.3 Interest:

Competitive salary, funded by the U.S. National Institutes of Health (NIH) through a collaborative research project with Duke University, USA.

Benefits include:

- Health and social insurance.

- Additional medical insurance package for hospitalization and clinical services.

- Opportunities for domestic and international travel related to project activities.

Required application documents:

By recruitment announcement, and:

- Cover letter and Curriculum Vitae in English (combine into one file), including full employment history, relevant skills for the applied position, and other pertinent information.