

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-TTXNNCS 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-BGDDT-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-BGDDT dated 24th January 2014 of the Ministry of Education and Training promulgating the Six-Level Foreign Language Proficiency Framework for Viet Nam).

d) 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 4:00 p.m., 30th January 2026.

- Application review period: From 02nd February 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-BGDDT dated 15th April 2021 and Circular No. 07/2024/TT-BGDDT 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 or complete the online application form at: <https://docs.google.com/forms/d/e/1FAIpQLSfpR-RhJwqQdhPDFNjdhWzdafX8PVvYNQtWkMM1Cz77fScx5A/viewform?usp=header>

Respectfully./.

**PP. RECTOR
EXECUTIVE VICE - RECTOR**

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).

(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.181/TB- TDHYKPNT dated 15th, January, 2026
of Pham Ngoc Thach University of Medicine)*

1. ACCOUNTING VACANCIES

Number of positions: 01

Working condition: TMRC Project - Unit of Microbiology and Parasitology, Center for Biomedical Testing and Research, Pham Ngoc Thach University of Medicine, Ho Chi Minh City

Hours of work: Full-time, regular office hours (annual leave according to the university's regulations).

Tenure: 2 years, including a 2-month probation period.

Key Responsibilities:

- Review and verify the validity, accuracy, and completeness of payment documents and supporting records in accordance with current regulations;
- Monitor, consolidate, reconcile, and prepare monthly periodic reports on procurement and expenditure records;
- Prepare periodic financial expenditure reports for the Project Principal Investigator and financial management;
- Manage, monitor, and conduct periodic or ad hoc asset inventories as required;
- Manage supplies, tools, equipment, and office stationery, ensuring proper allocation and cost-effective use;
- Assist in drafting, processing, and archiving administrative documents related to unit/project activities;
- Support the preparation of budgets for individual professional activities in accordance with approved plans;

- Participate in supporting the development of the unit's/project's annual operating budget.

Key Requirements:

- Bachelor's degree in Accounting, Finance, or a related accounting certification;
- Experience in using MS Office and financial/accounting software;
- Strong analytical and problem-solving skills;
- High sense of responsibility and integrity;
- Good organizational skills;
- Ability to work effectively in a team with a proactive attitude;
- Commitment to continuous improvement;
- Preference given to candidates with good English proficiency.

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.

2. RESEARCH ASSISTANT (LAB, FIELD)

Number of positions: 02

Working condition: TMRC Project - Unit of Microbiology and Parasitology, Center for Biomedical Testing and Research, Pham Ngoc Thach University of Medicine, Ho Chi Minh City

Hours of work: Full-time, regular office hours (annual leave according to the university's regulations).

Tenure: 2 years, including a 2-month probation period.

Job Summary:

The Research Assistant (or Senior Research Assistant) will be a member of the research team. The selected candidate will be primarily responsible for coordinating

and conducting laboratory and field activities, as well as performing data analysis for scientific publications.

Key Responsibilities:

Key responsibilities include, but are not limited to, the following:

- Coordinate ongoing research projects, including:
- Participate in research project design and development of study-related Standard Operating Procedures (SOPs);
- Train and work with laboratory staff in sample and data collection;
- Analyze microbiology, parasitology, and molecular biology data;
- Organize meetings and prepare reports.
- Conduct relevant laboratory and field research activities.
- Participate in and conduct training with other research staff.
- Perform systematic reviews of related published literature for presentations and scientific publications.

Requirements:

- Applicants should have at least a Bachelor's degree (BSc) with research experience, or a Master's degree (MSc) in Molecular Microbiology or Mycology; or hold a Medical or Pharmacy degree with relevant experience in microbiology/mycology, laboratory, and field research.
- For appointment as a Senior Research Assistant, applicants should hold a PhD in Molecular Biology, Medical Microbiology/Mycology, Epidemiology, or other related biomedical sciences, with laboratory and field research experience
- At least two years of hands-on experience in research activities related to microbiology/mycology, including:
 - Developing research protocols;
 - Implementing research projects;
 - Writing research reports and preparing manuscripts for publication.
- Understanding of the epidemiology and transmission of infectious diseases and antimicrobial resistance.
- Strong analytical and problem-solving skills; willingness to learn; self-motivation; attention to detail.
- Ability to work under tight deadlines.

- A team player with organizational skills, patience, dedication, tact, professionalism, and discipline.
- Keen interest in self-development and a strong commitment to a scientific career.
- Good teamwork and training skills.
- Ability to coordinate projects through to completion.
- English proficiency equivalent to IELTS ≥ 6.5 .

Preferred Qualifications candidates have:

- Publications in international peer-reviewed scientific journals.
- Experience working with research partners in developing countries or government institutions.
- Research skills in genomics and bioinformatics of infectious diseases.

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.

3. MANAGER OF BIOSAFETY LEVEL 2 LABORATORY AND NEGATIVE PRESSURE LABORATORY

Number of positions: 01

Working condition: TMRC Project - Unit of Microbiology and Parasitology, Center for Biomedical Testing and Research, Pham Ngoc Thach University of Medicine, Ho Chi Minh City

Hours of work: Full-time, regular office hours (annual leave according to the university's regulations).

Tenure: 2 years, including a 2-month probation period.

Job Summary:

Overall management of laboratory facilities, biosafety systems, personnel, and testing operations for Biosafety Level 2 (BSL-2) and negative pressure laboratories; ensuring

safety, quality, compliance, and efficiency for clinical research and diagnostic support activities, including microbiology, molecular biology, biochemistry, and immunology for fungal (e.g., TMRC), bacterial (e.g., TB, HIV) agents.

* Biosafety and Compliance

- Establish, maintain, and monitor biosafety/biosecurity for the laboratory: zoning, personnel-sample-waste flow, access control, personal protective equipment, decontamination, high-risk sample transport, aerosol containment.
- Ensure compliance with GCLP/ISO15189, WHO/Centers for Disease Control BSL guidelines, Vietnamese regulations; prepare for and coordinate internal and external inspections/audits.
- Conduct or approve risk assessments; develop and test emergency response plans; manage incidents and near-misses; submit mandatory reports.

* Operations and Technical Facility Management

- Maintain HVAC/differential pressure systems, AHUs, autoclaves, interlocked doors; implement preventive maintenance and repairs; manage operational logs and environmental monitoring systems.
- Manage biological safety cabinets: installation, routine inspection/certification, airflow control; coordinate with testing units per standards.
- Operate access control systems, surveillance cameras, and room entry logs; monitor parameters, alerts, and event traceability.

* Safety, Quality, and Validation

- Develop and maintain SOPs, manuals, and forms; document control.
- Coordinate method validation or verification (microbiology, molecular biology, biochemistry), technology transfer, external quality assessment/proficiency testing, and internal quality control.
- Manage equipment: installation-operation-performance qualification (IQ, OQ, PQ); calibration/periodic testing; temperature mapping; validation of refrigerators, -80°C freezers, liquid nitrogen tanks; data loggers; balances, micropipettes, timers, etc.
- Manage corrective and preventive actions, change control, deviation investigations, and out-of-spec results.
- Report on operations, safety, incidents, and quality; participate in Health and Safety Committee as laboratory representative.

* Specimen Handling and Sample Storage

- Standardize sample reception, labeling, and chain-of-custody; ensure safety in collection, transport, and handling of high-risk samples (TB, HIV, fungi).

- Manage cold chain (2–8°C, -20°C, -80°C, liquid nitrogen), temperature alarms, and power outage contingency plans; maintain inventory and locator systems; dispose of samples according to regulations.

- Organize packaging and shipping of samples/hazardous materials according to IATA Dangerous Goods regulations (Category A/B) and approved procedures.

- * Testing Activities (Microbiology – Molecular Biology – Biochemistry – Immunology)

- Maintain optimal conditions for microbial culture, staining, identification, and antibiotic susceptibility testing; handle TB agents in negative-pressure labs.

- Manage molecular biology area: nucleic acid extraction, PCR/RT-PCR, next-generation sequencing; prevent cross-contamination; implement unidirectional clean rooms, pre-/post-PCR separation.

- Manage biochemistry and immunology area: operate/maintain analytical equipment; conduct internal QC and external proficiency testing as scheduled.

- * Personnel and Training

- Conduct orientation and competency assessments for new staff, warehouse personnel, and cleaning staff; provide laboratory safety training, new procedure training, and emergency drills; maintain competency records.

- Foster a culture of safety, quality, and continuous improvement.

- * Supply, Inventory, and Waste Management

- Forecast needs; procure supplies; manage service/maintenance contracts; set quality criteria and supplier evaluation; track service commitments and conduct periodic reviews; negotiate and manage maintenance and consumables contracts.

- Manage chemical, consumable, and reagent inventory: storage conditions, FEFO usage, inventory and spot checks; comply with restricted chemical regulations.

- Manage hazardous biological waste: collection, storage, treatment/co-treatment (coordinate with partner hospitals); operate autoclaves and maintain complete records.

- * Technology and Data Management

- Administer laboratory information management systems, electronic notebooks, environmental monitoring systems; assign access rights; ensure data integrity (ALCOA+ principles); backup and recovery.

- Protect research data; comply with ethical and confidentiality requirements.

- * Improvement Projects and Capacity Development

- Lead projects for repair, renovation, and workflow optimization; basic engineering design, cost estimation, construction supervision, and acceptance.

- Recommend new technologies, equipment, and methods aligned with research objectives.
- * Participate in research activities when time permits.

Requirements:

Bachelor's degree or higher in Biology, Microbiology, Molecular Biology, Biochemistry, Biomedical Engineering, or related field; Master's/PhD preferred.

- Ability to participate in research in the fields of: biomedical sciences, microbiology, parasitology, molecular biology.
- Experience: Minimum 3 years in clinical/research laboratories; at least 2 years managing BSL-2 and negative pressure labs (BSL-3 preferred) or equivalent; experience with high-risk agents (TB, HIV, fungi).
- Standards knowledge: GCLP/ISO 15189 standards; biological safety cabinet standards; WHO biosafety guidelines; regulations of the Ministry of Health; IATA Dangerous Goods regulations; equipment management according to installation–operation–performance qualification; method validation.
- Skills: Risk and incident management, planning and budgeting, contract negotiation, training and mentoring, system data analysis, drafting SOPs and reports, professional English proficiency.
- Personal qualities: Data integrity, systems thinking, clear communication, change leadership, ability to work under pressure.
- Health & safety: Fit to work in a biosafety laboratory according to regulations; completion of required vaccinations and health monitoring according to job requirements.

Working conditions and safety:

- Primarily work in BSL-2 and negative pressure laboratory areas; may work outside regular hours for incident handling or drills.
- Fully equipped with personal protective equipment; strict adherence to entry/exit procedures; periodic health monitoring.

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.