

No: 637/TB-TĐHYKPNT

*Ho Chi Minh City, date 04, month 3, year 2026*

## ANNOUNCEMENT

### **Recruitment of research project staff for scientific research activities at the Biomedical Research and Diagnostics Center**

Pursuant to the Civil Code dated November 24, 2015;

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

Pursuant to Decision No. 1847/QĐ-UBND dated May 12, 2025 of the Ho Chi Minh City People's Committee on the assignment of leadership, management, operation, financial transactions, and performance of the duties of the Rector of Pham Ngoc Thach University of Medicine;

Pursuant to Submission No. 14/PT-TTXNNCYS dated February 27, 2026 of the Center for Laboratory and Biomedical Research regarding the approval of the recruitment of research project staff to support scientific research development activities at the Center for Laboratory and Biomedical Research;

Pham Ngoc Thach University of Medicine hereby announces the recruitment of research project staff to support scientific research development activities at the Center for Laboratory and Biomedical Research as follows:

#### **1. Recruitment Principles:**

- The recruitment process must comply with applicable regulations and ensure democracy, transparency, and fairness.
- All Vietnamese citizens who meet the required conditions and standards in accordance with State regulations are eligible to apply.
- Applicants who provide false information or submit fraudulent documents will be dismissed.

#### **2. General Requirements:**

Applicants must meet the following criteria:

- a) Possess good political and ethical qualities; have a clear personal background; not subject to disciplinary action, pending disciplinary review, or criminal prosecution.
- b) Hold a Bachelor's degree or higher (priority given to candidates with excellent academic performance or a doctoral degree) in a field relevant to the position applied for.
- c) Demonstrate basic information technology skills in accordance with Circular No. 03/2014/TT-BTTTT or an equivalent certificate aligned with the Basic IT Skills

Standard as guided in Joint Circular No. 17/2016/TTLT-BGDĐT-BTTTT dated June 21, 2016.

d) Demonstrate foreign language proficiency for teaching and professional tasks in accordance with Circular No. 01/2014/TT-BGDĐT dated January 24, 2014 on the 6-level Foreign Language Proficiency Framework for Vietnam.

đ) Be in good health; have clear speech (no lisp or stutter).

e) Meet the specific requirements for each position as detailed in the recruitment announcement..

### **3. Specific Requirements, Number of Positions, and Job Titles:**

*(See the attached Appendix to this Announcement).*

### **4. Recruitment Timeline:**

- Application deadline: until the end of March 20, 2026.
- Application screening period: from March 23, 2026.
- Professional examination/interview: after completion of the application screening.

The recruitment announcement is published on the official website of Pham Ngoc Thach University of Medicine at: <https://www.pnt.edu.vn/>

### **5. Application Documents and Submission Method:**

#### **5.1. Required Application Documents:**

- Application letter in Vietnamese and English;
- Curriculum Vitae in Vietnamese and English, with a 4×6 cm photo (taken within the last 6 months and certified by local authorities), including full employment history and relevant skills for the applied position;
- Notarized copies of academic degrees and full transcripts (Bachelor's, Master's/PhD). Degrees issued by foreign institutions must be accompanied by a recognition certificate issued by the competent authority in accordance with Circular No. 13/2021/TT-BGDĐT dated April 15, 2021 and Circular No. 07/2024/TT-BGDĐT dated May 02, 2024 issued by the Ministry of Education and Training;
- Valid foreign language certificate (notarized copy);
- Office IT certificate (notarized copy);
- Citizen Identification Card (notarized copy);
- Birth certificate (notarized copy);
- Criminal record certificate issued by the Department of Justice within the last 6 months;
- Health certificate issued within the last 6 months (original with official stamp);
- Two (02) color portrait photos (4×6 cm);

All documents must be placed in an application folder clearly stating the applicant's personal information and contact phone number..

Only shortlisted candidates will be contacted for interviews. Application dossiers will not be returned if the candidate is not selected..

**5.2. Submission Method:**

- Applicants are requested to submit their applications electronically via email to: [tuyendung@pnt.edu.vn](mailto:tuyendung@pnt.edu.vn)

Sincerely./.

***Recipients:***

- Board of Leadership (for reporting);
- Biomedical Research and Diagnostics Center (*for information*);
- IT Office (*for website posting*);
- Archives: VT, HR Office (CK/03b).

**PP. RECTOR  
EXECUTIVE VICE-RECTOR**

***(Signed)***

**Assoc. Prof. Nguyen Đang Thoai, PharmD.**

**POSITIONS, NUMBER OF VACANCIES, AND RECRUITMENT  
CRITERIA FOR RESEARCH PROJECT STAFF TO SUPPORT  
SCIENTIFIC RESEARCH DEVELOPMENT AT THE BIOMEDICAL  
RESEARCH AND DIAGNOSTICS CENTER**

*(Attached to Announcement No.: 637/TB-ĐHYKPNT dated 04<sup>th</sup>, March, 2026 of Pham Ngoc Thach University of Medicine)*

**1. CLINICAL RESEARCH ASSOCIATE (Junior/Senior)**

**1.1. Key Responsibilities:**

- + Prepare all study supplies and essential research documents for all study activities.
- + Assist clinicians in patient recruitment and follow-up.
- + Support clinicians in completing Case Report Forms (CRFs) on source documents and entering data into the study database.
- + Coordinate patient visit schedules for clinical studies in accordance with the study protocol when required.
- + Properly maintain and store research equipment.
- + Supervise and support assigned research nurses, coordinators, and collaborators.
- + Archive documents on the TMRC server in compliance with research system security procedures.
- + Maintain effective communication with collaborating hospital staff to ensure participant safety, adherence to study procedures, and clinical data quality.
- + Serve as the focal point between Principal Investigators (PIs), research institutes, and local partner hospitals to:
  - a) Finalize study protocols, budgets, and other required documents during the start-up phase;
  - b) Handle ethical approval processes with institutional IRBs and/or relevant international Ethics Committees, including document duplication when required;
  - c) Track study progress, identify issues, report to stakeholders when necessary, and work with PIs and local partners to develop solutions;
  - d) Closely monitor study implementation to ensure efficient, high-quality conduct in compliance with international standards, including Good Clinical Practice (GCP);
  - e) Liaise with stakeholders to support monitoring/audits; prepare, file, and compile study documentation and monitoring reports;

f) Plan, implement, and coordinate all aspects of data collection, entry, management, cleaning, and archiving in compliance with TMRC data management policies and ICH-GCP guidelines, where applicable.

+ Coordinate with the administrative and finance teams of PNTU, monitor project-specific budgets, and support activity and financial reporting (including research-related administrative tasks such as collecting regulatory documents, managing reimbursements for patients and research staff, filing/retrieving records, maintaining/updating medical records, and providing supplies for clinical trials).

+ Develop Standard Operating Procedures (SOPs), manuals, and study reports; communicate with study sites to monitor progress and resolve issues.

+ Participate in ICH-GCP training for local research staff when required.

+ Train research staff and investigators on protocol-related procedures, including sample collection, data collection and documentation, investigational product use, and patient assessment when needed.

+ Actively participate in research team meetings to share experience and contribute knowledge, including project meetings, progress reporting, and problem solving.

+ Translate study documents (Vietnamese ↔ English) when required.

+ Attend professional training to enhance skills and update relevant knowledge.

+ Perform other duties as assigned.

### **1.2. Working location:**

TMRC Office at Pham Ngoc Thach University of Medicine and the Hospital for Tropical Diseases of Ho Chi Minh City.

### **1.3. Qualifications:**

+ Bachelor's degree or higher in a relevant field (e.g., pharmacy, nursing, medicine, public health, life sciences).

+ Good English communication skills.

+ Working experience in hospitals or public healthcare facilities.

#### **\* Preferred:**

+ At least 3 years of experience in clinical trials in a similar role.

+ Valid (current or previous) Good Clinical Practice (GCP) certificate issued by the Ministry of Health.

### **1.4. Benefits:**

+ Competitive salary (funded by the U.S. National Institutes of Health – NIH under the collaborative project with Duke University).

+ Benefits include:

- Social insurance and health insurance coverage;

- Extended health insurance for inpatient and outpatient care;

- Opportunities for domestic travel outside the duty station and international travel related to project activities.

### **1.5. Required Application Documents:**

In accordance with the PNTU recruitment announcement and including:

- Cover Letter in English;
- Full Curriculum Vitae in English, detailing complete work experience, relevant skills for the position applied for, and providing contact details of two referees from previous employments, of whom at least one must be your direct supervisor (if not applicable, please provide the contact of your current or most recent line manager and explain the reason).