

PEOPLE'S COMMITTEE
OF HO CHI MINH CITY
PHAM NGOC THACH
UNIVERSITY OF MEDICINE

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

No: 3053../TB-TĐHYKPNT

Ho Chi Minh City, Date: 13th October 2025

ANNOUNCEMENT

Regarding the Recruitment of Members for Projects in Support of Scientific Research Development Activities at the Biomedical Research Center

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

Based on 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 service units;

Based on Decision No. 1847/QĐ-UBND dated May 12, 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. 79/PT-TTNCYS dated September 29, 2025 from the Biomedical Research Center regarding the approval of the recruitment announcement for project members to support scientific research development activities at the Center;

Based on Transfer Note No. 69/PC-TTNCYS dated October 13, 2025 from the Biomedical Research Center concerning the adjustment and supplementation of recruitment position details attached to Submission Form No. 79/PT-TTNCYS dated September 29, 2025;

Pham Ngoc Thach University of Medicine hereby announces the recruitment of project members to support scientific research development activities at the Biomedical Research Center, 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 21 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 24 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 5:00 p.m., 15 November 2025.
- Application review period: From 21 October 2025.
- 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 Submission Period:

- Accounting position: From the date of this announcement until 20 October 2025.
- Other positions: From the date of this announcement until 15 November 2025.

6. Application Documents and Submission Venue:

6.1. Application Documents:

- Cover letter;
- Curriculum vitae with a 4x6 photo (issued within the last 6 months and certified by the local authority);
- 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 15 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.

6.2. Application Submission Venue:

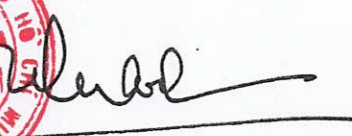
- HR Office, 2nd Floor, Block A1, Pham Ngoc Thach University of Medicine.
- Address: No. 02 Duong Quang Trung Street, Ward Hoa Hung, Ho Chi Minh City.
- Telephone: (028) 38 652 435.

Respectfully. 

Recipients:

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

PP. RECTOR *tou*
EXECUTIVE VICE-RECTOR

Assoc. Prof Nguyễn Đăng Thoại, PharmD.



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

(Enclosed with Announcement No. 3053/TB-PNTUM dated 13/10/2025
of Pham Ngoc Thach University of Medicine)

No.	Unit/Position	Quantity	Brief Job Description Candidate Qualifications
A	BIOMEDICAL RESEARCH CENTER		
1.	Accountant	01	Main responsibilities: - Accurately process supplier invoices, ensuring proper coding, approval, and VAT handling. - Support the end-to-end accounts payable cycle, including invoice reconciliation, query resolution, and processing of payment runs as required. - Reconcile supplier statements and promptly resolve any discrepancies. - Review and process employee expense claims in accordance with the University's policies and funders' guidelines. - Ensure compliance with internal controls, University policies, and all relevant external regulations. - Maintain accurate and up-to-date records of all project-related financial transactions. - Communicate effectively with suppliers and internal departments/offices to resolve inquiries and maintain strong working relationships. - Provide monthly expenditure reports to the Project Principal Investigator and the Finance Manager. Qualifications and Professional Requirements: - University degree or higher in Accounting, Finance, or a related accounting certification. - Experience in using MS Office applications

No.	Unit/Position	Quantity	Brief Job Description Candidate Qualifications
			and financial management software. - Strong analytical and problem-solving skills. - High sense of responsibility and integrity. - Excellent organizational skills. - Ability to work collaboratively in a team with a proactive attitude. - Commitment to continuous improvement. - Preference will be given to candidates with good English proficiency.
2.	Clinical Research Associate	02	Main Responsibilities: - Prepare all necessary research supplies and documents for study implementation. - Assist clinical doctors in the recruitment and follow-up of patients. - Support clinical doctors in completing Case Report Forms (CRFs). - Enter data from paper CRFs into the study database. - Properly store and maintain research equipment. - Prepare required study materials and supplies for follow-up visits. - Photocopy study-related documents as required. - Maintain effective communication with collaborating hospital staff to ensure participant safety, adherence to study protocols, and high-quality clinical data. - Work with Principal Investigators (PIs), research institutes, and collaborating hospitals to finalize study protocols, budgets, and other required documents during the project initiation phase. - Assist PIs and local partners in preparing, submitting, and obtaining ethical approvals from institutional and/or international Ethics Committees (IRBs/ECs) as required. - Oversee study implementation at all sites, ensuring compliance with study protocols, Good Clinical Practice (GCP) standards, and local regulations. - Coordinate with PNTU administrative and finance teams to monitor project-specific budgets and support operational and financial reporting. - Track study progress and identify issues; report to stakeholders and collaborate with PIs and partners to develop solutions.



No.	Unit/Position	Quantity	Brief Job Description Candidate Qualifications
			- Develop Standard Operating Procedures (SOPs), study manuals, and study reports; liaise with study sites to monitor progress and resolve operational issues. - Actively participate in project meetings, present progress updates, and address challenges. - Supervise study implementation to ensure efficiency and adherence to international research standards, including ICH-GCP guidelines. - Liaise with sponsors for monitoring or audit visits; prepare, store, and summarize study documentation and monitoring reports. - Plan, implement, and coordinate all aspects of data collection, entry, management, cleaning, and archiving in compliance with TMRC data management policies and ICH-GCP guidance, as applicable. - Store study documentation on the TMRC secure server. - Manage logistics for study supplies, including consumables, materials, and documentation. - Perform administrative tasks related to the study, such as data collection, legal documentation, financial verification, record storage/retrieval, medical record maintenance, and provision of study materials. - Coordinate patient visit schedules for clinical studies according to study protocols when required. - Provide ICH-GCP training to local study staff when necessary. - Train research staff and investigators on protocol-related procedures, including sample collection, data recording, medication administration, and patient assessment as needed. - Supervise and support assigned research nurses, coordinators, and assistants. - Participate in research team meetings to share experience and contribute knowledge to team members. - Translate study documents (Vietnamese–English–Vietnamese) when necessary. - Participate in professional training to enhance skills and update relevant knowledge. - Perform other duties as assigned.

No.	Unit/Position	Quantity	Brief Job Description Candidate Qualifications
			Qualifications and Requirements: - University degree or higher in a relevant field such as pharmacy, nursing, medicine, or life sciences. - Comfortably communication in English. - Work experiences in public hospital or healthcare facilities. Preferred Qualifications: - At least 3 years of experience in biomedical research in a similar position. - Possession of a valid Good Clinical Practice (GCP) certificate issued by the Ministry of Health. Number of Positions: 02 : - 01 position based in Ho Chi Minh City. - 01 position based in Hanoi City.
3.	Data Management Officer	01	Main Responsibilities: - Design and implement research database systems using the REDCap platform tailored to the requirements of each study. - Manage and maintain cloud servers (AWS, Google Cloud, Azure, or equivalent) for secure research data storage and processing. - Establish workflows for data collection, cleaning, and processing from various sources such as electronic forms, measuring devices, or imaging data. - Ensure data security and ethical compliance in the storage and processing of patient information. - Collaborate with research and data analysis teams to standardize and prepare datasets for analysis. - Develop technical documentation, Standard Operating Procedures (SOPs), and user manuals for data system operations. - Provide training and technical support to research teams on the use of REDCap and data management procedures. Qualifications and Expertise Requirements: - University degree or higher in Computer Science, Bioinformatics, Data Science, Public Health, or related disciplines.



No.	Unit/Position	Quantity	Brief Job Description Candidate Qualifications
			Knowledge and Skills: - Proficiency in REDCap or equivalent systems, including form design, branching logic, user management, and data export. - Programming skills in PHP, Python, R, or SQL for data handling and analysis. - Experience in managing cloud servers, including setup, maintenance, and security (preferably AWS or GCP). - Understanding of biomedical research data management processes, particularly patient-related data. - Experience in building and deploying ETL (Extract, Transform, Load) pipelines. - Strong teamwork and communication skills, with the ability to coordinate effectively with multidisciplinary research teams. Preferred Qualifications: - Experience working in biomedical or public health research environments. - Knowledge of compliance standards such as HIPAA, GCP, and GDPR in medical data management. - Familiarity with tools such as Docker, Git, and Jupyter Notebook. Experience Requirement: - Minimum of 2 years of experience in research data management.