

**APPENDIX**  
**JOB DESCRIPTIONS AND REQUIREMENTS FOR EACH POSITION**

*(Attached to Notice No. ....../TB-TDT dated ..... issued by Ton Duc Thang University)*

**A/ Academic staff:**

<b>Number of positions</b>	<b>Position</b>	<b>Job description</b>	<b>Professional requirements</b>	<b>Additional requirements</b>	<b>Note</b>
<b>1. Faculty of Electrical and Electronics Engineering</b>					
02	Lecturer (Labour Contract or Equivalent)	Teaching and scientific research, providing professional consultancy.	<ul style="list-style-type: none"> <li>- Qualifications: Master's degree or higher. For international applicants, a Doctoral degree is required.</li> <li>- Major/Field: Electrical Engineering, Electronics and Telecommunications Engineering, Automation and Control Engineering.</li> </ul>	Applicants holding a Doctoral degree will be given priority.	
<b>2. Faculty of Accounting</b>					
02	Lecturer (Labour Contract or Equivalent) – Accounting / Auditing / Data Analytics	Teaching courses in the following fields: Financial Accounting, Management Accounting, Data Analytics in Accounting and Finance, Technology Applications and Data Analytics in Accounting and Auditing.	<ul style="list-style-type: none"> <li>- Qualifications: Master's degree or Doctoral degree.</li> <li>- Major/Field: Accounting, Auditing, Finance, or related disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrated capacity for teaching and scientific research.</li> <li>- Priority will be given to applicants with knowledge of and teaching capability in Data Analytics in Accounting and Finance.</li> <li>- Priority will be given to applicants with the ability to apply data analytics tools,</li> </ul>	

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				<p>including advanced Excel, Power BI, SQL, and Python.</p> <ul style="list-style-type: none"> <li>- Priority will be given to applicants with strong research capacity and international publications.</li> <li>- Priority will be given to applicants holding professional qualifications, such as ACCA, CPA, ICAEW, or CFA.</li> <li>- Priority will be given to applicants with practical experience in enterprises, auditing, consultancy, or digital transformation projects.</li> </ul>	

Number of positions	Position	Job description	Professional requirements	Additional requirements	Note
	<p>Lecturer (Labour Contract or Equivalent)</p> <p>– Information Technology / Applied Mathematics</p>	<p>Teaching the following courses: Data Analytics in Accounting and Finance; Applications of Data Science in Accounting and Management.</p>	<ul style="list-style-type: none"> <li>- Qualifications: Master's degree or Doctoral degree.</li> <li>- Major/Field: Information Technology, Data Science, Applied Mathematics, or Statistics.</li> </ul>	<ul style="list-style-type: none"> <li>- Foundational knowledge or applied experience in Finance and Accounting, as well as Financial Data Analytics.</li> <li>- Demonstrated capacity for teaching and scientific research.</li> <li>- Priority will be given to applicants with experience working with accounting and finance data, as well as ERP systems;</li> <li>- Priority will be given to applicants with scientific publications or participation in projects related to FinTech and Accounting Analytics;</li> <li>- Priority will be given to applicants proficient in data analytics tools, such as Python/R, SQL, Power BI/Tableau, and data analysis and modeling techniques.</li> </ul>	

### 3. Faculty of Sport Science

<b>Number of positions</b>	<b>Position</b>	<b>Job description</b>	<b>Professional requirements</b>	<b>Additional requirements</b>	<b>Note</b>
01	Lecturer (Labour Contract or Equivalent) – Sport Management	Study program consultancy, scientific research, and strategic development orientation.	<ul style="list-style-type: none"> <li>- Academic title: Associate Professor, Professor.</li> <li>- Qualifications: Doctoral degree or higher.</li> <li>- Major/Field: Sport Management, Physical Education, Sport Coaching, Education (sport-related specialization) or equivalent disciplines with a research orientation in sports.</li> </ul>	Experience in teaching courses in Sport Management, Sports Communication, and Sports Marketing at undergraduate and master's levels.	Special incentive policies are available for Associate Professors and Professors.

#### ***4. Faculty of Social Sciences and Humanities***

01	Lecturer (Labour Contract or Equivalent) – Social Work	Teaching undergraduate courses and conducting scientific research in Social Work.	<ul style="list-style-type: none"> <li>- Qualifications: Doctoral degree.</li> <li>- Major: Social Work.</li> <li>- Bachelor's degree in Social Work (Good classification or higher); within working age.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in teaching and scientific research, as evidenced by research projects/topics and publications in domestic and international journals.</li> <li>- IELTS 5.5 or higher, or equivalent English language certificates, with the ability to teach in English.</li> <li>- Consideration may be given to applicants who are preparing for</li> </ul>	
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				their final doctoral dissertation defense.	
<b>5. Faculty of Environment and Labour Safety</b>					
01	Lecturer (Labour Contract or Equivalent) — Occupational Safety	Teaching at undergraduate and postgraduate levels, and conducting scientific research.	<ul style="list-style-type: none"> <li>- Qualifications: Associate Professor / Professor / Doctoral degree.</li> <li>- Priority will be given to applicants who have graduated in the relevant major or closely related disciplines (Mechanical Engineering, Chemical Engineering, Electrical Engineering, Public Health, Industrial Systems Engineering, Industrial Maintenance) from domestic and overseas universities.</li> </ul>	<ul style="list-style-type: none"> <li>- Work experience at universities, agencies, or public service units related to Occupational Safety and Health, as well as Occupational Health.</li> <li>- Demonstrated capacity for teaching and scientific research.</li> <li>- Professional ethics, dedication to the profession, and the ability to make a long-term commitment.</li> </ul>	
<b>6. Faculty of Foreign Languages</b>					

<b>Number of positions</b>	<b>Position</b>	<b>Job description</b>	<b>Professional requirements</b>	<b>Additional requirements</b>	<b>Note</b>
02	Lecturer (Labour Contract or Equivalent) – English Language	Teaching undergraduate and postgraduate courses in English Language.	<ul style="list-style-type: none"> <li>- Qualifications: Doctoral degree or higher.</li> <li>- Major/Field: English Language, English Literature, Teaching Methodology of English, English Language Pedagogy, or Education.</li> </ul>	Holding a Bachelor's degree with at least a Good classification in English Language, English Literature, Teaching Methodology of English, or English Language Pedagogy.	
	Lecturer (Labour Contract or Equivalent) – Chinese Language	Teaching undergraduate and postgraduate courses in Chinese Language.	<ul style="list-style-type: none"> <li>- Qualifications: Doctoral degree or higher.</li> <li>- Major/Field: Chinese Language, Chinese Literature, International Chinese Language Education, Education.</li> </ul>	Holding a Bachelor's degree with at least a Good classification in Chinese Language, Chinese Literature, or International Chinese Language Education.	
<b>7. Faculty of Business Administration</b>					
04	Lecturer (Labour Contract or Equivalent)	Teaching undergraduate and postgraduate courses, and conducting scientific research.	<ul style="list-style-type: none"> <li>- Qualifications: Master's degree or higher.</li> <li>- Majors: International Business, Supply Chain Management, Business Administration, Digital Economy, Management</li> </ul>	Priority will be given to applicants with practical experience (at least 03 years of work experience in positions related to the courses taught).	

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			Information Systems or closely related majors.		
<b><i>8. Faculty of Finance and Banking</i></b>					
02	Lecturer (Labour Contract or Equivalent) – Banking	Teaching and conducting research in accordance with the Faculty leadership's assignment and the University's plan. Other administrative and professional duties as assigned by the Faculty leadership.	<ul style="list-style-type: none"> <li>- Qualifications: Master's degree or higher.</li> <li>- Major/Field: Economics, Finance and Banking.</li> </ul>	<ul style="list-style-type: none"> <li>- Priority will be given to applicants holding a Doctoral or Master's degree from reputable overseas universities, with the ability to teach in English.</li> <li>- Priority will be given to applicants with experience in the insurance sector.</li> <li>- Priority will be given to applicants with research capability and experience, and with practical working experience in finance, banking, securities, appraisal, and insurance.</li> </ul>	
	Lecturer (Labour Contract or Equivalent) – Finance	Teaching and conducting research in accordance with the Faculty leadership's assignment and the University's plan. Other administrative and professional duties as	<ul style="list-style-type: none"> <li>- Qualifications: Master's degree or higher.</li> <li>- Major/Field: Economics, Finance and Banking.</li> </ul>	<ul style="list-style-type: none"> <li>- Priority will be given to applicants holding a Doctoral or Master's degree from reputable overseas universities, with the ability to teach in English.</li> <li>- Priority will be given to applicants with research capability and experience, and with practical</li> </ul>	
	Lecturer (Labour Contract or				

Number of positions	Position	Job description	Professional requirements	Additional requirements	Note
	Equivalent) – Investment	assigned by the Faculty leadership.		working experience in finance, banking, securities, appraisal, and insurance.	
<b>9. Faculty of Mathematics and Statistics</b>					
01	Lecturer (Labour Contract or Equivalent)	Teaching undergraduate and postgraduate courses, and conducting scientific research.	<ul style="list-style-type: none"> <li>- Qualifications: Doctoral degree</li> <li>- Major/Field: Mathematics, Statistics, or majors relevant to the Faculty's fields of training and scientific research.</li> </ul>	<ul style="list-style-type: none"> <li>- Priority will be given to applicants holding the academic title of Professor or Associate Professor, or those specialising in Data Science, Statistics, or Mathematical Informatics.</li> <li>- Demonstrated capacity for teaching and strong capability in scientific research.</li> <li>- Dedication to the profession and a willingness to make a long-term commitment to the Faculty and the University.</li> </ul>	
<b>10. Creative Language Center (TDT CLC)</b>					
03	English Lecturer (Expatriate)	<ul style="list-style-type: none"> <li>- Teaching English to students at TDT CLC.</li> <li>- Developing learning materials and producing video lectures.</li> </ul>	<ul style="list-style-type: none"> <li>* <i>Native-speaker lecturers (from the United Kingdom, Australia, the United States, etc.)</i></li> <li>- Qualifications: Master's degree.</li> </ul>	<ul style="list-style-type: none"> <li>- At least 03 years of experience teaching English at the university level.</li> <li>- Demonstrated teaching capacity; sociable and enthusiastic in participating in extracurricular</li> </ul>	

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		<ul style="list-style-type: none"> <li>- Proofreading translated documents into English.</li> <li>- Coordinating TDT CLC's Academic English programs</li> <li>- Supporting TDT CLC's club activities and the University's internationalisation activities.</li> <li>- Other duties as assigned by the Head of the Center (if any).</li> </ul>	<ul style="list-style-type: none"> <li>- Holding English language teaching certificates, such as TESOL, TEFL, CELTA, or DELTA.</li> </ul> <p><b>* <i>Expatriate lecturers:</i></b></p> <ul style="list-style-type: none"> <li>- Qualifications: Master's degree or higher.</li> <li>- Major/Field: <ul style="list-style-type: none"> <li>+ English Language Pedagogy</li> <li>+ English major and holding English language teaching certificates, such as TESOL, TEFL, CELTA, or DELTA.</li> <li>+ Other majors, but holding an international English language certificate equivalent to IELTS 7.0 or higher and English language teaching certificates, such as TESOL, TEFL, CELTA, or DELTA.</li> </ul> </li> </ul>	<p>activities and clubs organised by the Center.</p> <ul style="list-style-type: none"> <li>- Professional conduct and the ability to make a long-term commitment.</li> </ul>	

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07	Teacher (Expatriate) – Art / Music / Mathematics / Chemistry / Special Education	<ul style="list-style-type: none"> <li>- Carrying out teaching duties, professional activities, and learning support for Art / Music / Mathematics / Chemistry / Special Education subjects in accordance with the School's program and assignments.</li> <li>- Assuming homeroom teacher responsibilities when assigned.</li> <li>- Being responsible for and organising club activities in accordance with the plan and assignments.</li> <li>- Providing substitute teaching for other teachers when required.</li> <li>- Participating in supporting school-wide events and the School's admissions activities.</li> <li>- Coordinating with subject</li> </ul>	<ul style="list-style-type: none"> <li>- Qualifications: Bachelor's degree or higher.</li> <li>- Major/Field: Teacher education or subject teaching relevant to the position applied for; or a relevant major with a teaching certificate.</li> </ul>	<ul style="list-style-type: none"> <li>- Clear and effective communication and presentation skills, with the ability to engage and motivate learners.</li> <li>- Ability to flexibly and creatively apply teaching methods appropriate to different groups of students.</li> <li>- Strong willingness to learn, a positive and proactive working attitude, and high sense of responsibility.</li> <li>- Proficient in English, with accurate pronunciation for teaching and professional communication.</li> <li>- Priority will be given to applicants holding Finnish, British, American, or Australian nationality, with teaching experience at international schools in Vietnam.</li> </ul>	

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		<p>teams and the Special Education Department to support students as needed.</p> <ul style="list-style-type: none"> <li>- Performing other duties as assigned by the school leadership.</li> </ul>			

**B/ Research Positions:**

Number of positions	Position	Job description	Professional requirements	Additional requirements	Note
<b><i>1. Faculty of Electrical and Electronics Engineering</i></b>					
01	Researcher (Labour Contract)	<ul style="list-style-type: none"> <li>- Conducting scientific research and publishing in international publications.</li> <li>- Performing other activities related to scientific research and teaching.</li> <li>- Participating in teaching activities (if assigned).</li> </ul>	<ul style="list-style-type: none"> <li>- Qualifications: Doctoral degree.</li> <li>- Major/Field: Electrical Engineering, Electronics and Telecommunications Engineering, Automation and Control Engineering.</li> </ul>	<p>Serving as first author and/or corresponding author of at least 04 Scopus-indexed scientific publications.</p>	
<b><i>2. Faculty of Sport Science</i></b>					
01	Researcher (Labour Contract)	<ul style="list-style-type: none"> <li>- Conducting scientific research and publishing in international publications.</li> </ul>	<p>Qualifications: Doctoral degree or higher.</p>	<ul style="list-style-type: none"> <li>- Serving as first author and/or corresponding author of at least four (04) Web of Science (WoS)-</li> </ul>	

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		<ul style="list-style-type: none"> <li>- Performing other activities related to scientific research and teaching.</li> <li>- Participating in teaching activities (if assigned).</li> </ul>		<p>indexed scientific publications in the natural sciences and engineering fields; at least two (02) WoS-indexed scientific publications or four (04) Scopus-indexed scientific publications in the social sciences, economics, finance, management, and related fields.</p> <ul style="list-style-type: none"> <li>- Proficient in professional English; priority will be given to applicants with strong English communication skills.</li> <li>- Demonstrated capacity for teaching and technology transfer.</li> </ul>	

### ***3. Faculty of Business Administration***

01	Researcher (Labour Contract)	<ul style="list-style-type: none"> <li>- Conducting scientific research and publishing in international publications.</li> <li>- Performing other activities related to scientific research and teaching.</li> <li>- Participating in teaching activities (if assigned).</li> </ul>	Qualifications: Doctoral degree or higher.	<ul style="list-style-type: none"> <li>- Serving as first author and/or corresponding author of at least four (04) Scopus-indexed scientific publications in the Social Sciences, Economics, Finance, and Management fields, and related disciplines.</li> </ul>	
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Number of positions	Position	Job description	Professional requirements	Additional requirements	Note
				<ul style="list-style-type: none"> <li>- Proficient in professional English; priority will be given to applicants with strong English communication skills.</li> <li>- Demonstrated capacity for teaching and technology transfer.</li> </ul>	
<b>4. Faculty of Mathematics and Statistics</b>					
01	Researcher (Labour Contract)	<ul style="list-style-type: none"> <li>- Conducting scientific research and publishing in international publications.</li> <li>- Performing other activities related to scientific research and teaching.</li> <li>- Participating in teaching activities (if assigned).</li> </ul>	<ul style="list-style-type: none"> <li>- Qualifications: Doctoral degree</li> <li>- Major/Field: Mathematics or Statistics, or majors relevant to the Faculty's fields of training and scientific research.</li> </ul>	<ul style="list-style-type: none"> <li>- Priority will be given to applicants holding the academic title of Professor or Associate Professor.</li> <li>- Serving as first author and/or corresponding author of at least four (04) Web of Science (WoS)-indexed scientific publications.</li> <li>- Proficient in professional English; priority will be given to applicants with strong English communication skills.</li> </ul>	
<b>5. Institute for Advanced Study in Technology (IAST), Ho Chi Minh City</b>					
01	Researcher (Labour Contract)	<ul style="list-style-type: none"> <li>- Conducting scientific research</li> <li>- Teaching undergraduate and postgraduate courses</li> </ul>	<ul style="list-style-type: none"> <li>- Qualifications: Doctoral degree or higher.</li> <li>- Serving as first author and/or corresponding author</li> </ul>	<ul style="list-style-type: none"> <li>- Having a research orientation aligned with that of the Institute for Advanced Study in Technology.</li> </ul>	Special incentive policies are available for applicants

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			of at least 04 Web of Science (WoS)-indexed scientific publications in the natural sciences and engineering fields.	<ul style="list-style-type: none"> <li>- Proficient in professional English; priority will be given to applicants with strong English communication skills.</li> <li>- Demonstrated capacity for teaching and technology transfer.</li> </ul>	holding Doctoral degrees or the academic titles of Associate Professor or Professor.

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