

 RMIT Vietnam**Manager, Career Development & Industry relations (Hanoi)****Position Details**

Position Title: Manager, Career Development & Industry relations (Hanoi)

Division/ Centre: Students Education Portfolio (SEP)

Department: Careers, Alumni and Industry Relations

Campus Location: Based at the Hanoi campus but may be required to work and/or be based at other campuses of RMIT Vietnam.

Job Grade/ Classification: PS08

Time Fraction: Full-time

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

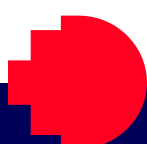
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 125th in the 2026 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked in the top 100 globally in the latest QS World University Rankings by Subject. Four subjects retained their place in the top 50 with Art and Design also maintaining its number one position in Australia. Other standout results included Architecture and the Built Environment, ranked second in Australia and



25th globally, Communication and Media Studies, 4th in Australia and 42nd globally and Library & Information Management coming in at 2nd in Australia and 29th globally. Business and Management ranks 7th in Australia.

www.rmit.edu.au/about

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognized high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognized Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognized by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

Department Summary

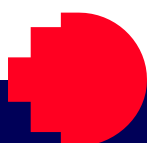
Careers, Alumni and Industry Relations (CAIR) serves as the central unit responsible for strengthening RMIT Vietnam's engagement with industry, alumni, and the broader professional community. The department facilitates student employability, work-integrated learning, industry partnerships, and alumni engagement initiatives. Through collaboration with academic schools and external stakeholders, CAIR enhances student outcomes, supports lifelong alumni connections, and contributes to RMIT's strategic impact and reputation.

Position Summary

The Manager, Career Development & Industry relations (Hanoi) is responsible for leading and supporting the operation and development of the Hanoi Career Consulting industry and Internship team responsible for the delivery of careers education and employability programs and career consulting for Hanoi RMIT Vietnam students (undergraduate and postgraduate). The role also oversees the industry liaison and Internships function and roles in Hanoi.

The Hanoi Career Consulting and Industry team aims to increase RMIT HN VN students' confidence to identify their future career paths and develop employability skills to obtain meaningful employment. This is facilitated through close work and engagement with Industry and Internships partners liaison with all schools. Support is provided when Industry presence is requested by the different stakeholders. The team is also responsible for providing Alumni career consulting support for 2 years after graduation.

The position leads and manages Hanoi based Career Consultants, Employment and Industry Consultant and



Internships Consultant. The position also delivers specialised careers counselling services focusing on At-Risk students, students lacking career direction and/or career self-efficacy, final year students, fresh graduates and postgraduate students.

Reporting Line

Reports to: Director, Careers, Alumni and Industry Relations

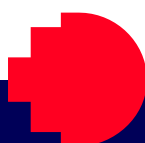
Indirectly reports to:

Key relationships:

Reporting lines may be adjusted in line with organizational changes.

Key Accountabilities

- Design, develop, deliver and evaluate careers education and employability skills programs in Hanoi, career development programs and career ready award to assist students to develop a professional identity and relevant soft skills to enable students to identify suitable career paths, increase self-awareness and personal branding, succeed in recruitment processes and experience future growth in the workplace.
- Enable digital transformation to enhance the delivery of careers education and employability skills programs for students.
- Drive the Industry strategy in Hanoi, work with relevant stakeholders, support all Schools_requesting industry support, from academics to marketing and student recruitment.
- Develop, grow and implement a portfolio of IPL/WIL clients to meet the needs of RMIT product offers and WIL courses
- Manage the Hanoi Internship and Employment team to ensure current practice reflects the needs of the current labour market.
- Analyse market trends and needs and reports to high level management and Academics.
- Implement, expand and maintain the portfolio of key strategic industry partners to support all programs (undergraduate and postgraduate)
- Collaborate with teams across Hanoi RMIT to design, develop and deliver careers education initiatives such as Experience Day, Orientation, Program Information Sessions, Flagship Internship employability skills workshops and Work Integrated Learning (WIL),
- Maintain up-to-date and relevant knowledge relating to graduate labour market data, careers and employability initiatives, career development resources and best practice in the tertiary education sector with a particular focus on the complexity of preparing students for career success, both locally and globally, in a VUCA world.
- Encourage and promote a service culture which focuses on student experience, expectations and engagement that is receptive to continuous change and innovation.
- Manage the Hanoi career ready hub, develop the communication strategy, select programs and workshops to be delivered in this space.
- Select, hire and train students working in the career ready hub, monitor their workload and provide training to upskill when needed.
- Provide leadership to a multidisciplinary team to ensure the effective delivery CAIR programs and initiatives, fostering a culture of collaboration and professional development
- Utilise data-driven insights to continuously monitor program outcomes, identify areas for improvement,



implement enhancement strategies and adjust plans as needed to address emerging opportunities or challenges.

- Carry out other duties as directed by Line Manager.

Key Selection Criteria

- Expert knowledge of career development theory and practice, the principles of learning and development, student and graduate labour markets and demonstrated experience in applying these, with impact, in a large global tertiary learning environment.
- Demonstrated experience in using technology to enhance the delivery of career education and industry programs within a tertiary environment in a similar role.
- Expertise and content knowledge in career development; stages of students, career consulting, knowledge of the employment marketplace, key industry partners and knowledge of graduate outcomes.
- Proven ability to exercise initiative, think strategically and creatively, leverage industry and academic relationships and adopt an active approach to initiatives that position students to be successful in clarifying and achieving their career objectives, locally and globally.
- Proven ability to ensure quality of co-curricular employability programs and industry events, career counselling and consultations.
- Demonstrated ability in service excellence and delivering a high-quality service to students and internal and external stakeholders and supporting less experienced staff to do the same.
- Ability to build and maintain effective relationships in a culturally diverse team environment.
- Ability to display appropriate behaviours in line with the position, as per the RMIT Values.
- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 7.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

Organisational Accountabilities

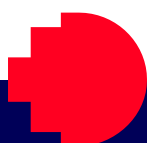
RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in



our Background Check Matrix.

Endorsed

Signature:

Name: Manuela Spiga

Title: Director of CAIR

Date: June 2026

Approved

Signature:

Name:

Title:

Date: Must filled section

