

**RMIT Vietnam****Associate Lecturer/Lecturer, Human Resources Management (Casual)****Position Details**

|                            |                                                                  |
|----------------------------|------------------------------------------------------------------|
| Position Title:            | Associate Lecturer/Lecturer, Human Resources Management (Casual) |
| Division/ Centre:          | The Business School                                              |
| Department:                | Department of Management                                         |
| Campus Location:           | Saigon South or Hanoi campus                                     |
| Job Grade/ Classification: | Associate Lecturer/Lecturer                                      |
| Time Fraction:             | Hourly                                                           |

**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.

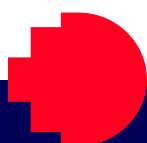
**RMIT Standings in university rankings**

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](http://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 recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised 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 recognised 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>

## Position Summary

The Associate Lecturer/Lecturer will be required to teach and conduct classes in disciplines relevant to their field of expertise and assist in the academic and administrative, consultative and coordination tasks involved with these courses. Functions associated with the position include presentation of lectures and tutorials, assessment of students and course administration in line with the University's quality assurance requirements. It is expected that the Associate Lecturer/Lecturer will work under support and guidance to develop expertise in teaching with an increasing degree of autonomy. This role is intended to support undergraduate HRM teaching, particularly courses such as Managing People for the Future and People Analytics, etc.

### Reporting Line

Reports to: Senior Program Manager, Human Resources Management

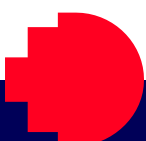
Indirectly reports to: Head of Department, Management

Key relationships: N/A

Reporting lines may be adjusted in line with organisational changes.

## Key Accountabilities

- Undertake independent teaching and marking at undergraduate, honours, and postgraduate levels including designing, conducting, and moderating assessments; implementing improvements informed by course evaluation activities and student feedback.
- Undertake administration duties involved with the courses.
- Adhere to the requirements of the Academic Expectations and Development Framework of RMIT Vietnam.



## Key Selection Criteria

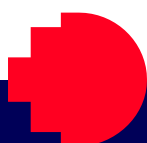
- A Master's degree (Associate Lecturer level) or Ph.D. degree (Lecturer level) in the relevant discipline.
- Demonstrated ability to prepare and teach programs at undergraduate and post-graduate levels, including online delivery, and the ability to produce high-quality curriculum or program materials.
- Demonstrated capacity to work effectively with and to negotiate sensitively with students especially on issues related to effective learning.
- Evidence of scholarly output including publications, conference contributions and/or technical reports in the field.
- Ability to engage in projects effectively with colleagues, industry and/or government.
- Ability to work autonomously whilst displaying a strong commitment to work in a team environment, including the demonstrated ability to confidently and effectively work with colleagues, project team leaders, and industry partners.
- Demonstrated ability to meet deadlines and effectively manage varying workloads and respond to changing priorities as required.
- Demonstrated high-level written and verbal communication skills.
- Recent performance in contributing to student outcomes, enhancing student experience and receiving positive feedback; combined with experience and skill in a teaching setting.
- Ability to operate within own discipline and cross-disciplinary/multidisciplinary teams to achieve department and University strategic outcomes
- Ability to work effectively with peers, utilising strong communication skills to address complex problems and relevant activities.
- Ability to motivate, develop and inspire others through discipline knowledge to raise own profile in the University environment.
- Ability to display appropriate behaviours in line with the position as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility)
- Appointment to this position is subject to passing a Working with Children check and a background check.
- 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 (Academic) with a score of at least 7.0 with no competency less than 6.5 (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:

Title:

**Date: Must filled section**

### Approved

Signature:

Name:

Title:

**Date: Must filled section**

