

RMIT Vietnam**Project Coordinator, Campus Development****Position Details**

Position Title:	Project Coordinator, Campus Development
Division/ Centre:	Operations
Department:	Infrastructure
Campus Location:	Saigon South
Job Grade/ Classification:	PSV 6
Time Fraction:	1.0 FTE

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.

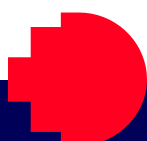
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, 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 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 Project Coordinator, Campus Development provides coordination and administrative support for the planning and delivery of major capital projects led by Senior Project Managers within the Infrastructure Program Delivery function. The role is a supporting position within Infrastructure Program Delivery, working under the direction of the Senior Project Manager, Campus Development (primary reporting line) and with functional guidance from the Associate Director, Infrastructure Program Delivery.

This role supports integration and coordination of multiple work packages within the campus development programme, assists with project documentation and reporting, and helps ensure that governance, safety, risk and quality requirements are met in line with program-level frameworks. This is a supporting role with no independent financial or contractual signing authority.

Reporting Line

Reports to: Associate Director, Infrastructure Program Delivery

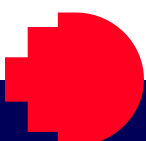
Direct Reports: 0

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

Project and Programme Support

- Assist with preparing and updating project plans, schedules, risk registers and status reports for assigned projects, using standard tools and templates required by the Infrastructure Program Delivery function.



- Coordinate project meetings and workshops (internal and external), including preparation of agendas, minutes, action logs and follow up tracking for Senior Project Managers and, as required, the Associate Director, Infrastructure Program Delivery.
- Support integration and coordination of multiple work packages within the campus development programme, ensuring consistent information flows to Senior Project Managers and the Associate Director, Infrastructure Program Delivery.
- Assist in consolidating project level data and updates for program level reports, dashboards and governance papers.

Design and Buildability Support

- Coordinate distribution of design documentation (drawings, specifications, reports) to stakeholders and PM consultants, in line with document control practices approved by the Infrastructure Program Delivery function.
- Collate comments and inputs relating to buildability, operational impacts and safety, and provide consolidated information to Senior Project Manager(s) and PM consultants.
- Assist in tracking design changes and ensuring updated documentation is issued and recorded so that accurate and current information is available for program level decision making and reporting.

Coordination with PM Consultants, Designers and Contractors

- Support Senior Project Managers in coordinating communications and information exchange with external PM consultants, design teams and contractors.
- Track and follow up on information requests (RFIs), submittals, approvals and other project correspondence to help maintain program schedules and compliance requirements.
- Assist with organising site visits, inspections and stakeholder engagement activities.

Reporting and Governance Support

- Prepare draft progress reports, dashboards and presentations for internal governance forums based on inputs from PM consultants, Senior Project Managers and the Associate Director, Infrastructure Program Delivery.
- Ensure project data, risks, issues and actions are accurately recorded in program level systems and tools as directed by Senior Project Managers and the Associate Director, Infrastructure Program Delivery.

OH&S, Quality, Non-Conformance and Defects Support

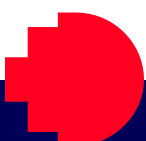
- Support PM consultants and OH&S staff in collecting and recording safety documentation (inductions, SWMS, JSAs, permits, incident reports) and tracking corrective actions.
- Assist with maintaining risk registers and compliance checklists, ensuring issues raised in meetings or site inspections are recorded and monitored consistent with program level risk and compliance frameworks.
- Maintain registers for non conformances, defects and punch list items, and track close out actions in coordination with PM consultants and contractors under the direction of Senior Project Managers.

Handover, Finalisation and Lifecycle Support

- Assist in compiling project finalisation documentation, including as built drawings, test records, O&M manuals and asset registers in a form suitable for program level handover and campus activation planning.
- Support coordination of handover activities between project teams and Campus Operations, ICT, OH&S and other service units as part of operational readiness and site activation activities led by Senior Project Managers and the Associate Director, Infrastructure Program Delivery.

Stakeholder Engagement and Reporting

- Maintain and regularly update stakeholder contact lists, engagement registers and communication logs for all assigned projects.



- Support Senior Project Managers in organising and documenting stakeholder briefings, consultation sessions and issue resolution meetings.
- Prepare and distribute project related communications (meeting invites, summaries, notices of works and disruptions) as directed by Senior Project Managers and the Associate Director, Infrastructure Program Delivery.
- Maintain stakeholder contact lists, engagement registers and communication logs for assigned projects.
- Help track stakeholder issues, actions and commitments, ensuring they are recorded and followed up in coordination with Senior Project Managers.

Key Selection Criteria

- Relevant postgraduate qualification in Architecture, Engineering, Construction, Project Management, or a related discipline; or equivalent relevant experience.
- Demonstrated 3+ years of experience in project coordination within construction, infrastructure, property or related environments.
- Good understanding of project management processes across planning, design, procurement and delivery, and experience using project management and digital collaboration tools.
- Strong organisational and coordination skills, with the ability to manage multiple tasks, stakeholders and locations, and to maintain accurate records and documentation.
- Effective written and verbal communication skills, with the ability to prepare clear minutes, reports, dashboards and stakeholder updates.
- Demonstrated ability to work collaboratively in multidisciplinary teams and build positive working relationships with consultants, contractors and internal stakeholders.
- Awareness of health, safety and environmental requirements in construction settings, and commitment to safe work practices and compliance.
- Professional memberships and/or certifications in project management or related disciplines are highly regarded.
- Demonstrated alignment with RMIT Values and leadership behaviours.

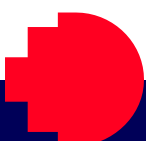
English Proficiency

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 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: Tammy Van

Title: HRBP

Date: Must filled section

Approved

Signature:

Name: Kevin Davine

Title: Executive Director, Infrastructure

Date: Must filled section

