

## Job Description – Project Manager

### Position Details

<b>Position Title:</b>	Project Manager
<b>Division/ Centre:</b>	Capital Works
<b>Department:</b>	Operations
<b>Campus Location:</b>	Based at the Saigon campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	PSV7
<b>Time Fraction:</b>	Full Time

### RMIT University

RMIT is an international university of technology, design and enterprise with more than 90,000 students and close to 11,000 staff globally. We empower people and communities to adapt and thrive across generations, with applied and impactful education, research and civic engagement.

Our diverse global community of 500,000 + graduates, live and work in more than 150 countries around the world and return throughout their careers to refresh and update their skills, or change career direction. Postgraduate, undergraduate, vocational education, foundation studies and online programs offer students a variety of work-relevant pathways.

We have multiple locations in Melbourne and Victoria, with two campuses and an English language centre in Vietnam (Ho Chi Minh City, Hanoi and Danang) and a research and industry collaboration centre in Barcelona, Spain. In addition, programs are offered through partners in Singapore, Hong Kong, Sri Lanka and mainland China, with research and industry partnerships across the globe.

We continue to consolidate our international reputation and now rank 140th in the 2024 QS World University Rankings and appear in the 251-300 band of the 2024 Times Higher Education World University Rankings. Strong industry connections, forged over 136 years, remain integral to RMIT's leadership in education, applied and innovative research, and to the development of our graduates as skilled global citizens. Alongside industry-relevance, creativity and inclusivity are distinct hallmarks of an RMIT education.

For more information, visit [www.rmit.edu.au/about](http://www.rmit.edu.au/about)

### RMIT Standings in university rankings

The University is ranked number one globally for its work to reduce inequalities (SDG 10), equal first in supporting decent work and economic growth (SDG 8), and equal second for partnering to achieve sustainable development goals (SDG 17) in the 2023 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.

For more information, visit [www.rmit.edu.au/about](http://www.rmit.edu.au/about)

## RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is the leading International University in the country and has an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region and supporting RMIT's vision to be a leading university of impact in the Asia Pacific.

With Vietnam operating as the heart of RMIT's regional network, we partner with industry and government to create collaborative networks across Southeast Asia focused on smart and sustainable cities, regional collaboration, emerging technologies and social innovation.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an international education in Vietnam. Given its global 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 (TEQSA) RMIT Vietnam offers a comprehensive range of academic programs, encompassing English language courses, bachelor's degrees, master's degrees, and doctoral studies. The medium of instruction for all courses at RMIT Vietnam is English, ensuring a global standard in education and communication programs. All teaching at RMIT Vietnam is in English.

For more information, visit [About us - RMIT University](#)

## Portfolio

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The Capital Works division delivers strategic oversight and execution of construction projects aimed at improving and expanding the infrastructure owned by RMIT University. From conceptualization to completion, the division plays a pivotal role in ensuring that construction projects align with the university's goals.

## Position Summary

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The Project Manager is responsible the management of major capital projects & programs from inception to completion, and in addition to support other campus infrastructure development programs of the University in order to maintain a high standard of facilities within buildings at RMIT Vietnam. The Project Manager will be responsible for feasibility reports and recommendations, concept design and schematic design, construction management, effective management of external service providers, consultants, internal and external stakeholders, tender negotiation phase of projects, and effective budget monitoring and costing.

## Reporting Line

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Reports to: Associate Director, Capital Works

Direct reports: N/a

## Key Accountabilities

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- Assist the Associate Director in overseeing capital works projects, prioritizing resources for BAU projects, and aligning project execution with institutional objectives.
- Project Leadership & Delivery: Manage the efficient and cost-effective delivery of major capital works projects, ensuring appropriate resourcing, budgeting, tracking, and reporting within agreed timeframes. Utilize RMIT's internal project management Gateway Framework across feasibility, design, construction, and commissioning phases.

- Stakeholder & Consultant Management: Lead and manage external consultants, ensuring performance aligns with RMIT's requirements and guidelines. Develop strong stakeholder relationships to define project scope, maintain engagement, and integrate academic needs, including flexible learning spaces and innovative educational technologies.
- Contract & Compliance Oversight: Oversee contract administration, negotiations, and compliance with RMIT Vietnam's legal framework and international best practices. Liaise with regulatory authorities to secure approvals and ensure adherence to local and global building regulations.
- Risk & Safety Management: Develop and lead risk management workshops, embedding proactive risk mitigation strategies into project planning. Ensure compliance with OH&S regulations across procurement, delivery, and post-contract stages, including site inspections, safety audits, and the development of Safe Work Method Statements (SWMS) and Job Safety Analyses (JSA).
- Financial & Budget Control: Forecast, track, and control project costs and budgets across the project lifecycle. Prepare and present capital works reports, offering strategic insights to senior leadership for improved project delivery and alignment with university-wide objectives.
- Design & Documentation Management: Oversee feasibility assessments, schematic designs, and technical specifications for presentation to stakeholders and committees. Ensure project documentation is properly reviewed, approved, and maintained under RMIT's documentation management system.
- Quality Assurance & Continuous Improvement: Monitor project progress, manage defect resolution, and ensure non-conformances are documented and addressed. Implement post-occupancy evaluations and user feedback mechanisms to assess project success and drive continuous improvement. Establish a lessons-learned framework to optimize future project delivery.
- Continuous Improvement: Identify opportunities for process improvements through the adoption of new and existing project management tools, ensuring enhanced workflows, efficiency, and stakeholder communication.
- Team Mentorship: Provide guidance and mentorship to junior project coordinators, fostering internal capacity building and succession planning.

### Key Selection Criteria

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1. Degree qualification in Engineering, Building Construction, Architecture or Project / Construction Management combined with operational project management experience.
2. Relevant project management qualification such as Prince2, PMP, MSP or P3O highly desirable.
3. Experience with Green Building Standards and implementation of sustainability initiatives within programs desirable.
4. Membership of a relevant professional institute.
5. At least five years of experience and a proven track record in successfully delivering large scale and complex infrastructure projects from inception to completion within a commercial environment.
6. Experience in conducting feasibility studies, concept design, detailed design, construction management and supervision of works.
7. Ability to manage, influence and motivate internal project team, consultants and external contractors and service providers.
8. Experience in coordinating and implementing strategic projects by utilizing effective management principles of planning, resource allocation, communication, formalized documentation, implementation, negotiation, evaluation and reporting.
9. Ability to deliver projects within project timeframes ensuring quality and cost deliverables are also met.
10. Experience in monitoring and managing project cost and budgets.
11. Sound understanding of capital expenditure and accounting principles with ability to interpret financial information to present in a clear and concise manner.
12. Ability to display appropriate behaviours in line with the position and RMIT Values.

### English Proficiency

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English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS with a score of at least 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

**Organisational Accountabilities**

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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**

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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.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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