



RMIT Vietnam

Senior Coordinator, Research Proposals

Position Details

Position Title:	Senior Coordinator, Research Proposals
Division/ Centre:	Research & Innovation
Department:	Office for Research & Innovation
Campus Location:	SGS
Job	PSV06
Grade/ Classification:	
Time Fraction:	1.0

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.

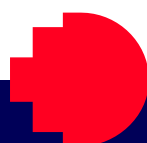
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, 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 119th in the 2027 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 among the world's top 100 in the latest QS World University Rankings by Subject. Three subjects are ranked in the global top 50, with Architecture & Built Environment maintaining its strong global position at 15th while rising to 1st in Australia. Library & Information Management also improved to 1st in



Australia and is ranked 29th globally. Art & Design continues to be recognised among the world's leading disciplines, ranked equal 19th globally and 1st in Australia. Additional subjects ranked in the global top 100 and among the top 10 in Australia include Materials Science, Accounting & Finance, Communication & Media Studies, Data Science & Artificial Intelligence, and Civil & Structural Engineering.

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>

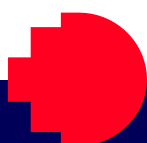
Department Summary

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialization, internships, communication and profile.

Position Summary

The Senior Coordinator, Research Proposals leads the pre-award coordination and administration of RMIT Vietnam's internal and external research funding activities. The role coordinates the pre-award administration of the Vietnam Research Grants (VRG) scheme and supports researchers to identify and pursue external funding opportunities. This includes providing advice on eligibility, funding requirements and proposal submission processes; coordinating internal proposal routing and approvals; and ensuring that all required institutional documentation, signatories and certifications are secured in accordance with the University Delegation of Authority before submission. The role also uses Elements, RMIT's research grant management system, to maintain accurate proposal records and data,



supporting reporting, compliance and audit requirements.

The Senior Coordinator builds and maintains effective relationships with researchers, Schools and professional service units across RMIT Vietnam, including Finance, Accounting and Legal, to resolve complex pre-award matters and promote a consistent, institution-wide approach to research proposal administration. The role works with the R&I Research Proposals team, RMIT Europe and other relevant teams on collaborative bids, ensuring alignment with RMIT policies, procedures and funding requirements.

Reporting to the Manager, Research Grants & Partnerships, the Senior Coordinator works closely with researchers, School Deans, Deputy Deans Research & Innovation, and relevant RMIT teams to provide timely and accurate advice and support. The role also contributes to research funding reporting, training and orientation activities, and other initiatives that strengthen pre-award administration and support research growth at RMIT Vietnam.

Reporting Line

Reports to: Manager, Research Grants & Partnerships

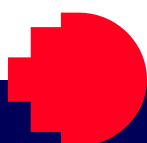
Indirectly reports to:

Reporting lines may be adjusted in line with organisational changes.

Partners with Research Data & Analytics and Research Proposals teams in the Research & Innovation portfolio, Vietnam academic schools and other service departments across RMIT Vietnam.

Key Accountabilities

- Lead the pre-award coordination of RMIT Vietnam's internal Vietnam Research Grants (VRG) scheme, including developing and updating the scheme timeline, guidelines, application templates and related documentation; reviewing submitted proposals for compliance with scheme requirements; coordinating and consolidating panel feedback; and communicating outcomes to research teams. Collaborate with the Senior Coordinator, Awards Management to ensure a seamless handover of successful proposals for post-award management.
- Identify, assess and promote external research funding opportunities, advising researchers on eligibility and alignment with RMIT Vietnam research priorities. Interpret funding opportunity announcements and funder guidelines to identify administrative and compliance requirements, submission risks and institutional obligations. Support researchers with external grant proposal development and submission by communicating requirements, reviewing proposals for administrative compliance and completeness, and coordinating required institutional documentation. Maintains RMIT Vietnam's institutional account on external funding systems.
- Coordinate the internal routing and approval of research proposals in accordance with University procedures, ensuring required institutional approvals, signatories and certifications are secured prior to submission. Maintain accurate proposal records and data to support reporting, compliance and audit requirements.
- In close collaboration with the Manager, Research Grants and Partnerships, manage stakeholder relationships across RMIT Vietnam, including Finance, Accounting, Legal and School administration, to resolve complex research proposal issues. Ensure alignment of pre-award administration with RMIT policies and procedures, including through engagement with R&I Research Proposals and RMIT Europe on joint



proposal applications.

- Maintain current knowledge of evolving national regulations, funding policies, and University research administration procedures.
- Help develop, document, and maintain standard operating procedures, training materials, templates, and campus communications that improve service to Principal Investigators and Schools. Provide support and organise training sessions for both internal and external proposal processes.
- Serve as backup to Senior Coordinator Awards Management as needed.
- Perform other duties as required within the Office for Research & Innovation to support research at RMIT Vietnam.

Key Selection Criteria

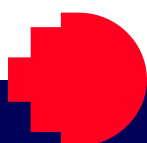
- Bachelor degree or above;
- At least 3 years' experience in a relevant field. Knowledge of research services and/or experience in administration or coordination support of grants or international development projects is preferable;
- Highly developed interpersonal, verbal and written communication skills, including the ability to confidently engage with a diverse range of academic and professional stakeholders to handle a range of situations;
- Experience in the interpretation of complex guidelines, identifying key information required and a high level of attention to detail.
- Demonstrated ability to independently while contributing effectively within a collaborative team environment;
- Excellent organisational and time-management skills, with a proven ability to manage multiple tasks and reprioritise workloads to meet competing deadlines;
- Proven analytical and problem-solving skills and the ability to contribute to continuous improvement projects.
- Demonstrated high level of proficiency in the use of MS Office suite; online systems and information management systems. Experience in working with Elements or other similar research management software is preferred.
- Well-developed skills in providing secretariat support, including the preparation of templates, minutes, agendas, reports and other related documents
- 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 6.0 IELTS (General) with a score of at least 6.0 (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

