

RMIT Vietnam**Senior Specialist, Performance Reporting and Commercial****Position Details**

Position Title:	Senior Specialist, Performance Reporting and Commercial
Division/ Centre:	Vietnam Infrastructure
Department:	Commercial Strategy and Planning/ PMO
Campus Location:	Ho Chi Minh City (with travel to Hanoi and other locations as required)
Job Grade/ Classification:	PSV8
Time Fraction:	1.0 FTE

RMIT University

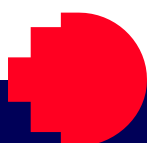
RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

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 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 maintains the same standards as Australia.

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

Department Summary

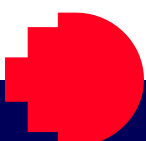
The department is accountable to:

- Lead strategic PMO governance and performance management for Vietnam Infrastructure programs, ensuring prioritisation, risk management and benefits realisation (including the Hanoi Campus redevelopment).
- Drive long-term campus master planning (especially Saigon South), managing consultants, authorities and stakeholders, and maintaining short-, medium- and long-term masterplan updates.
- Provide commercial and strategic advice to the Executive Director, including business cases, space strategy, and negotiation support for complex property and partnership transactions.
- Oversee commercial planning, reporting and executive-level assurance across Vietnam Infrastructure, producing clear insights and recommendations for informed decision-making. This includes commercial rigour and oversight related to all planning, design, construction and operationalisation related sourcing and program delivery activities.

Position Summary

The Senior Specialist, Performance Reporting and Commercial is a senior individual contributor within the Vietnam Infrastructure function responsible for designing, implementing and maintaining integrated performance reporting, analytics and governance frameworks across RMIT Vietnam's infrastructure portfolio, including major campus development programs in Hanoi and Ho Chi Minh City.

The role consolidates project, commercial, operational and stakeholder data into clear, actionable insights that support executive decision-making, risk management, benefits realisation and portfolio performance oversight.



Working closely with the Head of Commercial Strategy and Planning, Associate Director, Infrastructure Program Delivery and external delivery partners, the position also supports the development of performance requirements, reporting frameworks and data governance standards embedded within major infrastructure procurements and contracts.

The role operates across all areas of the Vietnam Infrastructure function and contributes to strengthening commercial oversight, portfolio governance and data-driven decision-making across planning, design, construction and operationalisation activities.

In addition to its technical and analytical focus, the role is expected to bring a commercial mindset — informed by exposure to tendering, bid evaluation or contract negotiation — so that performance frameworks are grounded in sound commercial judgement rather than technical reporting alone.

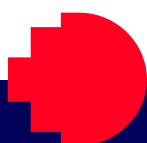
Reporting Line

Reports to: Head of Commercial Strategy and Planning

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

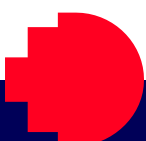
- Design and maintain an integrated performance reporting framework for Vietnam Infrastructure, covering capital project delivery, commercial performance, space utilisation, sustainability, safety and service outcomes.
- Define, track and continuously refine key performance indicators (KPIs) and metrics for major infrastructure programs, projects and external partners (consultants, developers, contractors).
- Actively audit and enforce data-reporting compliance from external Vietnamese developers, consultants, and contractors, ensuring data integrity at the source.
- Develop and maintain an Early Warning System within the PMO dashboards to flag potential commercial, regulatory, or schedule slippages in major programs.
- Work with the Head of Commercial Strategy and Planning and Associate Director, Infrastructure Program Delivery to scope performance and reporting requirements for major works, ensuring they are embedded in procurement documentation and contracts.
- Provide technical input into tender documentation (e.g. KPIs, reporting templates, data requirements, performance regimes) and participate in tender evaluations from a performance and analytics perspective.
- Consolidate and integrate data from multiple sources (project management systems, finance, contracts, facilities, consultants, surveys) into accurate, timely dashboards and reports for executive and governance audiences.
- Analyse trends, variances and drivers of performance, providing clear insights and recommendations to support decision-making, course corrections and continuous improvement.
- Support benefits realisation planning and tracking for major campus investments, including post-occupancy and post-implementation reviews.
- Ensure robust data governance, quality assurance and consistency of definitions across the Vietnam Infrastructure portfolio, and align with global RMIT property and analytics standards where applicable.
- Develop and maintain self-service reporting tools and visualisations (e.g. using Power BI, Tableau or similar) that enable leaders to access reliable performance information quickly.



- Act as a subject-matter expert on performance reporting and analytics within Vietnam Infrastructure, advising project teams and senior leaders on measurement strategies and options.
- Collaborate closely with other PMO team members and cross-functional working groups (Finance, Legal and Contract management teams) to ensure that performance measurement and commercial frameworks are integrated and mutually reinforcing.
- Lead the definition, standardisation and alignment of data structures across Project Delivery (schedule), Commercial (cost/contracts) and project teams, establishing a single source of truth for the PMO's executive reporting.
- Manage the administration of consultant, contractor and vendor contracts from inception to completion, ensuring compliance with RMIT policies, legal standards and project requirements.
- Coordinate the drafting, review, approval, execution and archiving of contracts, engagements and variations using RMIT commercial templates and maintaining accurate contract registers.
- Oversee the commercial and financial administration of infrastructure projects, including business cases, procurement requests, budgets, cost analysis, reporting and payment milestones.
- Monitor contractual performance, obligations and security instruments; verify payment documentation, manage variations and identify and resolve commercial, financial and compliance risks with relevant stakeholders.
- Contribute a commercial lens to major works tendering and bid evaluation processes, including reviewing commercial/pricing schedules, contract terms and value-for-money considerations alongside performance and KPI criteria.
- Support the Head of Commercial Strategy and Planning in developing commercial performance benchmarks and lessons-learned analysis from past tenders and contracts, to inform future procurement and negotiation strategy.
- Other relevant and supporting PMO projects and tasks, as assigned by the Head of Commercial Strategy and Planning, and the Executive Director, Vietnam Infrastructure.
- Other duties commensurate with the scope of the role.

Key Selection Criteria

- Tertiary qualification in Business, Data Analytics, Engineering, Property/Construction, Finance, Statistics, Information Systems or a related discipline; postgraduate qualifications desirable.
- Significant experience (typically 8+ years) in performance reporting, business intelligence, data analytics or project controls; preferably with a background in Project Controls, Commercial Analytics, or PMO Consultancy within international real estate consultancies, major property developers, corporate infrastructure environments or higher education organisations.
- Demonstrated expertise in designing and operating KPI frameworks and performance dashboards for large, complex programs, including external partner performance.
- Understanding of key metrics relevant to capital projects and property portfolios (time, cost, quality, risk, space utilisation, lifecycle costs, sustainability, safety and customer satisfaction).
- Demonstrated ability to clean, transform, and standardise unstructured or manual datasets from diverse third-party sources into a centralised reporting environment (Excel/BI or equivalent platform).
- Proven experience navigating the data and reporting constraints typical of the Vietnam construction and property sectors, including familiarity with local project documentation and progress claim processes.
- Demonstrated commercial acumen, with direct experience participating in tendering, bid evaluation, and



commercial contract negotiation, and contract management for major capital works or property projects, complementing strong analytical and reporting capability.

- Working knowledge of commercial and contract management principles (e.g. contract terms, payment mechanisms, variations, claims) sufficient to embed commercial risk indicators within performance reporting frameworks.
- Experience contributing to scoping, procurement and assurance for major projects, including defining performance metrics, reporting requirements and data obligations in contracts.
- Strong skills in data modelling, analysis and visualisation, using modern BI tools (e.g. Power BI, Tableau) and advanced Excel or equivalent.
- Proven ability to synthesise complex datasets into clear, actionable insights and communicate them effectively to senior, non-technical audiences.
- High attention to detail with strong data governance, validation and quality-assurance practices.
- Excellent stakeholder engagement skills, with the ability to work collaboratively across functions in a matrix environment (PMO, finance, legal, property, operations) and with external consultants and contractors.
- Proven capability to drive and manage changes, with a result-oriented mindset.
- Ability to work in a fast paced, lean team environment with the associated flexibility.
- Excellent written and verbal communication skills in both English and Vietnamese, to effectively interface with global RMIT executives and local external partners.
- 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 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

Organisational Accountabilities

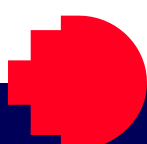
RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, 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:

Approved

Signature:

Name: Kevin Davine

Title: Executive Director, Vietnam
Infrastructure

Date:

