



RMIT Vietnam Project Manager

Position Details

Position Title:	Project Manager
Division/ Centre:	Operations
Department:	Infrastructure
Campus Location:	Saigon South
Job Grade/ Classification:	PSV7
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.

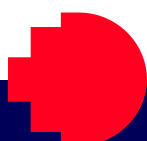
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, 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 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.

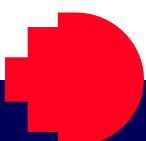
Reporting Line

Reports to: Capital Works Manager

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

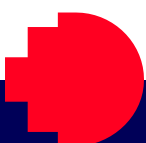
- Assist the Capital Works Manager in overseeing capital works projects, prioritizing resources for BAU projects, and aligning project execution with institutional objectives.
- Project Leadership & Delivery: Manage the efficient and cost-effective delivery of major capital works projects, ensuring appropriate 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.
- Other duties commensurate with the scope of the role

Key Selection Criteria

- Degree qualification in Engineering, Building Construction, Architecture or Project / Construction Management combined with operational project management experience.
- Relevant project management qualification such as Prince2, PMP, MSP or P3O highly desirable.
- Experience with Green Building Standards and implementation of sustainability initiatives within programs desirable.
- Membership of a relevant professional institute.
- 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.
- Experience in conducting feasibility studies, concept design, detailed design, construction management and supervision of works.
- Ability to manage, influence and motivate internal project team, consultants and external contractors and service providers.
- Experience in coordinating and implementing strategic projects by utilizing effective management principles



of planning, resource allocation, communication, formalized documentation, implementation, negotiation, evaluation and reporting.

- Ability to deliver projects within project timeframes ensuring quality and cost deliverables are also met.
- Experience in monitoring and managing project cost and budgets.
- Sound understanding of capital expenditure and accounting principles with ability to interpret financial information to present in a clear and concise manner.
- 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 5.5 (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.

