



# RMIT Vietnam

## Procurement Officer

### Position Details

|                            |                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------|
| Position Title:            | Procurement Officer                                                                                              |
| Division/ Centre:          | Operations                                                                                                       |
| Department:                | Central Procurement                                                                                              |
| Campus Location:           | Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam. |
| Job Grade/ Classification: | PSV4                                                                                                             |
| Time Fraction:             | Full time (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 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](http://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

Central Procurement team is responsible for leading the strategic sourcing activities for high-value and high-risk expenditure to ensure process governance, risk-appropriate commercial decision making, and the best value for money outcomes and providing governance and process oversight of expenditure following RMIT Group Policies.

## Position Summary

Procurement Officer is responsible for functional role in the RMIT financing system of the procurement related processes. The position also executes the procurement enablement and operational projects directed by the Procurement Operations and Enablement Manager.

### Reporting Line

Reports to: Procurement Operations and Enablement Manager

Indirectly reports to:

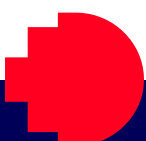
Key relationships:

Reporting lines may be adjusted in line with organizational changes.

## Key Accountabilities

### 1. Procurement functional system support

- Perform the assigned role in the RMIT financing system to support the procurement related business process.



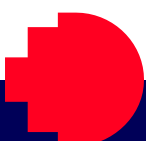
- Represent department to communicate with stakeholders on the queries related to procurement function on systems including but not limited to Workday, Travel systems, Service Connect, Service Now.
- Distribute and follow-up with internal team members to ensure standard service level for procurement functional systems.
- Maintain effective enquires allocation and response/communication with stakeholders on procurement functional system.
- Coordinate to check-up and update procurement information on the RMIT Vietnam Service Connect site according to the University's policies and procedures.

## **2. Procurement enablement & operational projects support**

- Conduct the sourcing events centrally managed by Procurement department following the Quotation procedure.
- Execute the procure to pay administrative activities such as purchase requisitions, purchase order, contract documentation, payment to supplier on ERP system (Workday).
- Assist the department in delivering the training campaigns on procurement policy and other related special projects.
- Run & analyse regular and ad-hoc procurement related reports to support the decision-making process on procurement, supplier, governance and enablement strategies.
- Prepare internal and external documentation as instructed by the strategic sourcing team in accordance with RMIT policies on procurement and strategic sourcing including but not limited to Tender documents, Strategic procurement plan, Procurement process report and service/good agreement.
- Provide secretarial/logistic support and facilitate the department meetings such as regular departmental meeting, project meetings.
- Contribute to the annual continuous improvement initiatives.
- Collaborate with team members to promote the team values and enhance the team brand in the university setting.

## **Key Selection Criteria**

- Business Administration undergraduate's degree or relevant.
- Min 2-year work experience in the similar or Business Development position.
- Proven experience of coordinating and execute project and reporting work with complex stakeholder matrix and external parties such as consultants, contractors.
- Well-developed skilled in drafting, writing business reports and letters.
- Proficient IT skills including the use of email, MS office, and other office software. Experience in Procure to Pay (P2P) system and process is a plus.
- Excellent reporting documentation skill including reporting and project dashboard using related software.
- Experience in customer service environment.



- Demonstrated ability to work in a team environment.
- Strong interpersonal and negotiation skills, including the ability to communicate effectively with a wide range of people.
- Ability to display appropriate behaviours in line with the position and RMIT Values.

## 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.

### Endorsed

Signature:

Name:

Title:

**Date: Must filled section**

### Approved

Signature:

Name:

Title:

**Date: Must filled section**

