

RMIT Vietnam**Program Manager, Campus Development****Position Details**

Position Title:	Program Manager
Division/ Centre:	Operations
Department:	Infrastructure
Campus Location:	Saigon South
Job Grade/ Classification:	PSV 9
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.

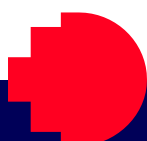
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona,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

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

Position Summary

The Program Manager, Campus Development plays a key project leadership role within the infrastructure program delivery function and leads the strategic planning and end-to-end delivery of assigned major capital projects across RMIT Vietnam. The role is the single point of accountability for project scope, schedule, budget, risk, safety, quality and stakeholder engagement at the project level, operating within the program governance, commercial and risk frameworks set by the Associate Director, Infrastructure Program Delivery.

Working closely with the Associate Director, Infrastructure Program Delivery, campus users, academic and professional stakeholders, PM consultants, designers and contractors, the Senior Project Manager ensures projects support campus masterplans, are delivered safely and sustainably, and are smoothly transitioned into operational use in alignment with program-level objectives and delivery frameworks.

Reporting Line

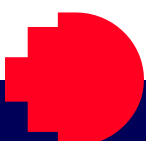
Reports to: Associate Director, Infrastructure Program Delivery

Direct Reports: 0

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

Project Leadership and Governance



- Define and control project scope, objectives, budgets, schedules and risk management plans for assigned campus development projects in line with the capital program and governance frameworks established by the Associate Director, Infrastructure Program Delivery.
- Establish and maintain project governance structures and reporting processes that align with infrastructure program delivery requirements and RMIT's capital planning and investment frameworks.
- Prepare and present project level business cases, feasibility and options analyses, progress reports and approval papers to internal governance forums and senior leadership, providing clear inputs to program level decision making led by the Associate Director, Infrastructure Program Delivery.
- Act as the primary point of accountability for overall project outcomes, including the performance of external PM consultants, design teams and contractors, with escalation of strategic, commercial or program wide issues to the Associate Director, Infrastructure Program Delivery.

Planning, Design and Buildability

- Lead planning activities across feasibility, concept and schematic design stages, ensuring alignment with campus masterplans, user requirements and budget constraints.
- Review design documentation for buildability, operational and safety impacts, and lifecycle implications, ensuring designs are practical, maintainable and safe.
- Ensure design processes incorporate resilience, flexibility and high-quality workplace and learning environments for staff and students.
- Ensure project level risks, constraints and opportunities are identified and fed into program level risk management and reporting processes.

Delivery and Performance Management

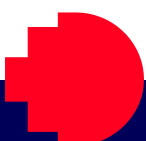
- Plan, procure and manage consultants and contractors required to deliver assigned projects, following RMIT procurement policies and delegated authorities within the Infrastructure Program Delivery portfolio.
- Monitor construction progress, quality, safety, risk and cost performance against approved baselines, and report variances, forecasts and mitigation plans to the Associate Director, Infrastructure Program Delivery.
- Chair project meetings, manage interface issues and coordinate activities between internal stakeholders, external PM consultants, designers, contractors and authorities.
- Prepare regular project status reports, dashboards and briefs to support program level reporting to executive leadership and governance forums.

Commercial and Contract Management

- Manage project budgets, contingency and cashflow forecasts within approved limits and within the overall capital program parameters set by the Associate Director, Infrastructure Program Delivery.
- Oversee the administration of project contracts, including variations, claims assessment, progress payments and commercial negotiations in accordance with RMIT policies and program level commercial strategies.
- Identify and manage project specific commercial and contractual risks and escalate material issues that may impact the broader portfolio to the Associate Director, Infrastructure Program Delivery.

Operational Readiness and Handover

- Plan and manage project level commissioning, testing, defects rectification and handover activities to ensure assets are ready for occupation and use.
- Coordinate with Campus Operations, ICT, OH&S and other service units to ensure smooth transition from construction to operations and to align project handovers with program level campus activation plans.
- Ensure all as built documentation, warranties, O&M manuals and asset data are compiled and handed over



in accordance with RMIT requirements.

Sustainability and User Experience

- Embed sustainability and environmental best practice into planning, design and delivery, consistent with RMIT's sustainability commitments and rating tools where applicable.
- Ensure campus developments provide safe, accessible and high quality environments that enhance student and staff experience.

Stakeholder Engagement and Reporting

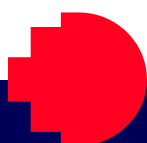
- Develop and maintain strong relationships with internal stakeholders (academic units, professional services, Campus Operations) and external stakeholders (authorities, landlords, consultants, contractors) for assigned projects.
- Lead project level stakeholder engagement, including briefings, consultation sessions and issue resolution forums, ensuring stakeholder needs and constraints are incorporated into project plans.
- Prepare and deliver clear project level communications (updates, notices of works and disruptions, briefing materials) in alignment with program level communication strategies set by the Associate Director, Infrastructure Program Delivery.
- Escalate complex stakeholder issues and risks with broader program implications to the Associate Director, Infrastructure Program Delivery.

Leadership and Collaboration

- Provide day to day leadership and mentoring to Project Coordinators and project team members, aligned with the direction, performance expectations and delivery culture set by the Associate Director, Infrastructure Program Delivery.
- Foster a culture of safety, collaboration, accountability and continuous improvement within project teams.
- Contribute to the development and continuous improvement of project and program delivery processes, tools and templates across the Infrastructure Program Delivery function.

Key Selection Criteria

- Relevant postgraduate qualification in Architecture, Engineering, Construction, Project Management, or a related discipline; or equivalent relevant experience.
- Extensive experience (typically 8–10+ years) successfully delivering large scale and complex infrastructure projects from inception to completion in commercial or institutional environments.
- Proven capability in procurement and commercial management, including development of procurement strategies, tendering, contract negotiation and administration.
- Strong experience in applying project management principles across planning, resource allocation, communication, documentation, implementation, evaluation and reporting.
- Demonstrated track record of delivering projects within agreed time, cost and quality parameters while managing complex risk and stakeholder environments.
- Sound understanding of OH&S, statutory, environmental and sustainability requirements in construction, including experience with high risk work controls and safety documentation.
- Excellent organisational and planning skills, with the ability to see the “big picture” while managing detailed project controls.
- Strong stakeholder management skills, with the ability to influence, negotiate and achieve business outcomes



with diverse internal and external stakeholders.

- Experience with digital project management tools and collaboration platforms; experience with CAD is an advantage.
- Professional memberships and/or certifications (e.g. PMI, AIPM, RICS, Green Star/LEED) are desirable.
- Demonstrated alignment with RMIT Values and leadership behaviours.

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.

