



Job Description – Research Fellow

Position Details

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| Position Title: | Research Fellow |
| Division/ Centre: | The Business School |
| Department: | Economics & Finance |
| 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: | Lecturer |
| Time Fraction: | Full time, 1.0 |

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. 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.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

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, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and 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 vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The Research Fellow will provide research support to specific projects attached to the Development Economics & Emerging Markets Cluster, and Sustainable Development Cluster specifically and wider School. Research interests include Economics, Finance, Accounting, Law, Blockchain with a focus on the green economy, green finance and the digital economy with social impact. Working under the general direction of the Head of Department, the Research Fellow will be responsible for coordinating the day-to-day research support activities of the projects, acting as first point of contact for all enquiries related to the projects, and provide support when needed.

Specific responsibilities will depend on the topic, nature and duration of the projects, as provided by the Head of Department.

The Research Fellow will be expected to contribute specialist support, with technical or specialist expertise paramount.

Reporting Line

Reports to: Head of Department, Economics & Finance

Key Accountabilities

Specific responsibilities will depend on the topic, nature and duration of the project(s), provided by the Development Economics & Emerging Markets Cluster, and Sustainable Development Cluster. Research interests include Economics, Finance, Accounting, Law, Blockchain with a focus on the green economy, green finance and the digital economy with social impact.

Duties may include:

- Conducting research and analysis of comprehensive literature reviews and database searches
- Conducting, recording, and transcribing interviews in English or Vietnamese, with translation if required
- Working and collaborating with other research centres in the region, internationally and government agencies
- Prepare and assist with external and internal grant applications
- Analyse qualitative and quantitative data
- Supervise research assistants and PhD students
- Prepare presentations, reports and publications
- Develop internal and external contacts to further knowledge and form collaborative networks
- Assist project leads with data collection and the collation of results
- Plan day-to-day research activity and/or coordinate activities with project leads, members and partners
- Draft reports related to research activity outcomes
- Coordinate the project activities, including secretariat support for meetings and conferences and forums
- Contribute to publications, prepare and write progress and final reports
- Oversee the financial management of grants in line with university and grant awarding body policies

Key Selection Criteria

- University Doctoral degree in Economics, Finance, Accounting, Law, Blockchain
- Ability to use Stata, R or other Econometrics packages is required.
- Research experience in primary or secondary data collection.
- Extensive experience in international research bid application and project management
- Ability to conduct research, to analyse, interpret, evaluate, coordinate as well as report resulting information.
- Demonstrated ability to work independently and as part of a team, and in liaising with people at all levels.
- Demonstrated people skills
- Experience in problem solving skills, preparing research reports and graphic presentations of data.
- High level written and verbal communication skills.
- Well-developed planning and organizational skills with proven ability to prioritise multiple tasks set, meet deadlines and give attention to detail.
- Knowledge of literature review databases

- Ability to work autonomously whilst displaying a strong commitment to work in a team environment, including the ability to confidently and effectively work with colleagues and partners (internal and external)
- Demonstrated ability to meet deadlines and effectively manage varying workloads and respond to changing priorities as required.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (Academic) with a score of at least 7.0.

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

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.