



RMIT Vietnam

Risk Officer

Position Details

Position Title:	Risk Officer
Division/ Centre:	Risk Management and Internal Control
Department:	Operations Porfilio
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:	PSV5 (equivalent)
Time Fraction:	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

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

Risk Officer supports the Risk Manager/ Head of Risk Management and Internal Control to develop, maintain and implement the enterprise risk management, insurance programs, risk culture and risk awareness activities across RMIT Vietnam.

Reporting Line

Reports to: Head of Risk Management and Internal Control – RMIT Vietnam (Supervisor)

Indirectly reports to: N/A

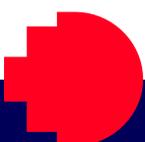
Key relationships: N/A

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

1. Risk Management:

- Coordinate with Manager(s) to review department risk registers and prepare risk reports for RMIT Vietnam and RMIT Groups in accordance risk management framework. This includes to schedule, partner, conduct preliminary assessment and follow up with various teams/ stakeholders to complete their risks register and action plans.
- Maintain, update and continuously review the information in RiskWare system, under the guidance of Manager(s).
- Support risk assurance activities and other review processes to report findings to RMIT Vietnam leadership and RMIT Groups, focusing on Risk Domains, Tier 1 Risks and Tier 2 Risks. This includes to schedule, partner, conduct assessment and follow up with various teams/ stakeholders on their treatment plans.
- Understand the unique contextual differences between Vietnam and Australia by facilitating comprehensive assessments and actively seeking clarification from key stakeholders to understand the underlying rationales.



- Conduct research, analysis, and summarization of internal risk management documents to provide insights and recommendations.
 - Conduct research and consolidate the information related to Vietnamese market/ legal.
 - Facilitate effective communication with a wide range of high-level internal stakeholders, ensuring clarity and transparency in risk-related discussions.
2. Insurance:
- Collaborate with insurance providers, brokers, and internal stakeholders to facilitate the procurement and management of insurance contracts/policies, ensuring coverage aligns with organizational needs and risk exposures.
 - Oversee the timely processing of insurance payments and premiums, coordinating with relevant parties to ensure accuracy and compliance with contractual obligations.
 - Investigate and resolve insurance claims, working closely with insurers, internal departments, and external partners to facilitate efficient claim resolution and payment.
 - Provide insurance advice and guidance to internal stakeholders to support informed decision-making.
3. Risk Culture/ Risk Awareness:
- Participate with the team to develop and implement risk management training, risk culture, risk awareness activities throughout the year.
4. Administrative Tasks:
- Manage working calendar and collaborate with stakeholders to schedule meetings.
 - Take minutes of meetings as required and prepare minutes in a timely manner.
 - Prepare workshop/meeting materials and periodical report/working documents.
 - Other duties as directed by the Head of Risk Management and Internal Control within the scope of this classification,
 - Other duties commensurate with the scope of the role.

Key Selection Criteria

- A degree with substantial relevant experience or an equivalent alternate combination relevant knowledge, training and/or experience.
- Preferable: Bachelor's degree with 2 years senior experience (Education experience is a plus).
- Experience in leading and undertaking risk and compliance assurance activity is an advantage.
- Excellent interpersonal communication, influencing and relationship building skills, including the ability to effectively communicate with a range of people across and external to the University and in a wide range of cultural and communication contexts.
- Advanced IT skills with knowledge of Microsoft Word, Excel, Access, PowerPoint and other relevant business software.
- High level of initiative and the capacity to manage competing priorities within tight deadlines.

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 6.0 (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: 4th March 2026

Approved

Signature:

Name:

Title:

Date: Must filled section

