

RMIT Vietnam**Senior Manager, Strategic Sourcing****Position Details**

Position Title:	Senior Manager, Strategic Sourcing
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:	PSV9
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.

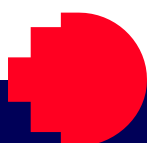
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona,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

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

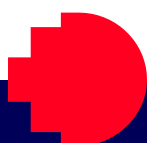
Central Procurement team is responsible for leading the strategic sourcing activities for high-value and high-risk expenditure to ensure process governance, risk-appropriate commercial decision making, and the best value for money outcomes and providing governance and process oversight of expenditure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

Position Summary

Senior Manager, Strategic Sourcing provides commercial and process direction and maximises value being delivered to the University for all the strategic sourcing projects across all categories. The main activities include determining University requirements, assessing supply markets, developing high level category plans, and proposing the suitable market strategy. The position will lead the process innovation that targets demand management and drive the effective use of strategic sourcing processes and systems. The position will engage with senior stakeholders within the RMIT organisation and supplier community to understand long-term university aspirations that can be enabled by third party relationships.

The position also monitors related system and processes ensuring efficient strategic sourcing process and system risks related are identified, reported and fixed in connection with Headquarter.

The position supervises the Strategic Sourcing Specialists in the strategic sourcing initiatives basis and develop the capable strategic sourcing workforce to enable best practices, procurement process, commercial initiatives and drive innovation for the strategic sourcing projects across all categories.



Reporting Line

Reports to: Associate Director, Procurement & Commercial Governance

Indirectly reports to:

Direct reports: Senior Strategic Sourcing Specialist (4HCs)

Key relationships:

Reporting lines may be adjusted in line with organizational changes.

Key Accountabilities

The Senior Manager, Strategic Sourcing is responsible for delivering effective and efficient procurement practices. These responsibilities include but are not limited to:

1. Category Management

- Develop and implement high level category plan based on market research and whole of life cost analysis to optimise value for money outcomes whilst meeting Divisions/Schools stakeholder needs and expectations,
- Develop an annual sourcing pipeline and engage the Strategic Sourcing Specialists for the enablement of go-to-market initiatives,
- Identify and manage commercial, contractual, operational, financial, reputational, ethical and supply chain risks to minimise negative impacts on category objectives,
- Maintain detailed knowledge of category markets, suppliers and stakeholders to drive category relevant strategies, projects and innovations.

2. Strategic sourcing management

- Monitor all strategic sourcing projects executed by the Strategic Sourcing Specialists (all categories),
- Ensure added value is created through the development of strategic procurement activities for high value/high risks transactions,
- Engage with Project owners on project status and solicit support to remove barriers of progress,
- Review any market documents and the required documents seeking relevant approvals to enter into contract with the preferred vendors,
- Identify opportunities for the negotiation strategy and establish corporate contracts based on purchasing power to ensure best value of money for the University,
- Monitor procurement related functions on RMIT's ERP system (Workday Strategic Sourcing) ensuring efficient operation and system risks related are identified, reported and fixed in connection with Headquarter.

3. Stakeholder management

- Build and maintain effective relationship with RMIT University Procurement team in Australia to maintain awareness of group direction and shared knowledge of the categories' strategy,
- Collaborate with the other team members and cross-functional working groups to achieve a high level of performance, integration, and consistency in procurement across the categories.
- Liaise with internal stakeholders to understand sourcing requirements and provide information on procurement processes and timelines.



- Provide guidance to stakeholders on procurement procedures and policy requirements in line with approved frameworks.
- Prepare and deliver standard strategic sourcing training materials and documentation to support stakeholder understanding of procurement processes.

4. People management

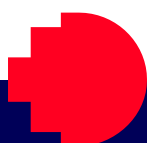
- Lead and build a culture of integrity and high performance that supports team collaboration, result-orientation, outstanding customer service, integrity, continuous improvement that ensure excellent performance,
- Develop, drive and motivate a high performing team with particular focus on recruitment, development and retention of staff,
- Translate procurement strategic plans into operational process to support and align with the global objectives of the University,
- Manage the workload allocation, KPI and ensure sustainable strategic sourcing workforce.

5. Procurement Process Control and Compliance

- Ensure probity, transparency and compliance in all sourcing activities,
- Proactively input areas of compliance improvement for Internal Control,
- Apply procurement policies, procedures, and probity requirements in assigned sourcing activities.
- Identify compliance or process issues and escalate these for review in accordance with established governance arrangements.
- Maintain sustainable procurement practices aligned with leading practice systems, process, policy, financial integrity and probity, protecting the credibility of the central procurement function.
- Other duties commensurate with the scope of the role.

Key Selection Criteria

- Relevant tertiary qualification
- At least 10 years in similar positions at medium or large multinational companies.
- Experience in a leadership position leading procurement and category management function and services within a fast paced, highly complex, matrix business environment,
- Experience and/or commercial management knowledge of various categories and track record of developing and delivering commercial achievement. Preferred: Experience handling IT and/or Property Services projects,
- Experience in following standardised policy and procedure while still delivering optimum commercial outcomes,
- Demonstrated ability to manage stakeholder expectation and lead difficult conversation at senior management level,
- Demonstrated ability to work with detail, analyse data in an organised and objective manner and determine actions based on data analytics and insights gathered, and to develop opportunity assessments from complex data sources,
- Significant experience in leading and developing a team of local professionals through effective talent management, to effectively business partner to be adaptive, agile and influential,



- Proven capability to drive and manage changes, with a customer-focused and result-oriented mindset,
- Excellent written and communication skills including ability to develop and deliver high level proposal, report, presentation,
- 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 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.

Endorsed

Signature:

Name:

Title:

Date: Must filled section

Approved

Signature:

Name:

Title:

Date: Must filled section

