

RMIT Vietnam
Senior Project Manager

Position Details

Position Title:	Senior Project Manager
Division/ Centre:	Operations
Department:	ITS
Campus Location:	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam (Hanoi and Da Nang).
Job Grade/ Classification:	PSV08
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 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 Educationand 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 position of Senior Project Manager is responsible for the development and implementation of contract delivery strategies, leading a programme of capital works which involves the management of multiple project teams with a strong focus on ensuring all projects meet performance quality, safety and environmental objectives. The Senior Project Manager will take a strategic approach to the Capital Works Program linking future projects to the programme of works to create a synergised and resourceful approach to the Annual Capital Program

Reporting Line

Reports to:	Senior Manager, ITS
Indirectly reports to:	3+
Key relationships:	Line Manager and Program Manager

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Responsible for the successful delivery of assigned major and minor projects ensuring all stages of the projects are resourced, budgeted, tracked and reported within set timeframes and appropriate KPI's.
- Lead multi-disciplinary project teams to achieve optimum results ensuring all projects meet performance quality, safety and environmental, cost and time objectives.

- Manage the efficient and cost-effective completion of assigned projects Project Management Process during formulation, design, construction and commissioning phases.
- Develop strong stakeholder relationships to fully identify and confirm the scope of projects and maintain stakeholder commitment and confidence throughout the project lifecycle through regular and effective communication.
- Responsible for ensuring the operation of the university facilities complies with the appropriate codes, regulations and laws relating to fire, life safety, building, hazardous materials and operation of the university transportation terminal vehicles.
- Manage the day-to-day project activities and resources and chair the project management team meetings
- Manage, forecast, monitor, control and report on project costings throughout the life of the project. Upon completion of projects, analyse and report on actual costs against approved budgets to ensure there is no over-expenditure in project costs.
- Implement and manage procurement and purchasing process, including tendering in accordance with RMIT policies and probity requirements.
- Assist in dispute, negotiation, arbitration or litigation as needed
- Proactively identify risks, analyse the impacts and implement strategies and contingencies to manage risks via the development and maintenance of a risk register.
- Participate in establishing practices, templates, policies, tools and partnerships to expand and further develop project management capabilities for the organization
- Manage ongoing quality control and participate in quality issue resolution
- Other duties commensurate with the scope of the role

Key Selection Criteria

- Tertiary degree in Information Technology, or Computer Sciences, or Software Engineering, or related field.
- Certification in Project Management.
- Minimum of 5 years' experience in managing complex IT projects with more than 10 team members.
- A comprehensive understanding of business process and system integration, especially with cloud technologies.
- Proven experience in managing and motivating a diverse team of direct reports, consultants and contractors.
- Substantial experience in coordinating and implementing strategic projects by utilizing effective management principles of planning, resource allocation, communication, change management, formalized documentation, implementation, negotiation, evaluation and reporting.
- Proven ability to successfully conduct complex negotiations, manage contracts and effectively communicate with clients, consultants, authorities and other project related bodies.
- Excellent leadership, communication (written, verbal and presentation), interpersonal skills and demonstrated experience/success in producing comprehensive recommendations, project and implementation plans, briefing papers and reports.
- Proven ability to analyse complex problems, identify critical issues and develop strategies for delivering solutions.
- Self-motivated, decisive, with the ability to work both independently and in a team-oriented, collaborative environment

- Experience/Success in influencing and gaining buy-in from executives sponsors, team members, stakeholders and peers.
- Flexible with proven ability to adapt to shifting priorities, demands and timelines through analytical and problem-solving capabilities with a customer-focused and result-oriented mindset.
- 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).

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.

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: Tammy Van

Title: HRBP

Date: Must filled section

Approved

Signature:

Name: Alexander Lewis

Title: Associate Director, ITS

Date: Must filled section