

The banner features a photograph of a modern RMIT building with a glass facade and a red brick section. Overlaid on the image are two text boxes: a red one with 'RMIT Vietnam' in white and a dark blue one with 'Strategic Sourcing Specialist' in white.

RMIT Vietnam

Strategic Sourcing Specialist

Position Details

Position Title:	Strategic Sourcing Specialist
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:	PSV7
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 is a small but focused group responsible for driving value-driven, compliant, and commercially optimized strategic sourcing across the university based on an expenditure on business-as-usual double digit million dollars pa. The team navigates the development and execution of high-impact procurement strategies that align with business objectives while maintaining the highest standards of governance, process integrity, and probity in alignment with RMIT Group direction.

Position Summary

The Strategic Sourcing Specialist is responsible for the source-to-contract process of central procurement activities including strategic sourcing projects and establishing frame contracts with preferred vendors for university supply. Efficiently guiding the stakeholders and vendors through the source-to-contract process to achieve best probity practice, process compliance outcomes and the best value of money objectives of the approved procurement plan. The position is responsible for supporting the Senior Manager, Strategic Sourcing in developing and implementing procurement strategies for the assigned projects.

Reporting Line

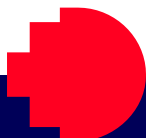
Reports to: Senior Manager, Strategic Sourcing

Indirectly reports to:

Direct reports: Nil

Key relationships:

Reporting lines may be adjusted in line with organizational changes.



Key Accountabilities

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

1. Strategic sourcing

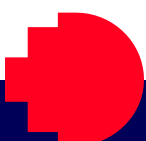
- Lead the assigned sourcing projects, including all key steps such as strategy development in consultation with the Senior Manager Strategic Sourcing, supplier selection, evaluation, supplier negotiation, award recommendation and supplier contract execution.
- Conduct appropriate market analysis, spend analysis and stakeholder consultation to develop effective market strategies that will inform the procurement plan to deliver the universities requirements.
- Ensure that the probity associated with the source-to-contract process is never compromised by paying particular attention to critical paths in the process including but not limited to the development and execution of the market strategy, bidders list, evaluation criteria and evaluation panel membership.
- Negotiate the most appropriate contract to deliver the universities requirements based on sound procurement principles linked to total cost of ownership, value creation and risk mitigation.
- Ensure that RMIT Legal and other SMEs is engaged at the appropriate points in the process for efficiency and quality of outcome.
- Ensure that contract outcomes are fully documented in accordance with procurement procedures, awarded on time and that the outcomes are clearly communicated to all parties involved and internal stakeholders.
- Effectively implement the strategic sourcing project through Workday Strategic Sourcing module.
- Search for, evaluate, qualify and partner with trustworthy vendors to support Commercial Procurement Manager set up the vendor pool database.
- Ensure procurement reports are generated timely as required for monitoring purpose.
- Develop procurement insights to drive towards cost reduction and continuous improvement.
- Other procurement-related tasks assigned by Senior Manager, Strategic Sourcing.

2. Stakeholder Management

- Build effective relationships and trust with key stakeholders to understand their needs to develop suitable market strategy.
- Provide expert advice to Staff on general procurement and strategic sourcing, to encourage innovative practices, compliance.
- Serve as a Commercial Advisor, providing strategic insights to stakeholders to ensure best value for money across all applicable transactions or complicated projects.
- 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.
- Deliver training and workshops to refresh procurement policies and strategic sourcing procedures. Provide structured documentation and guidance to enhance stakeholder understanding and proficiency in utilizing established framework contracts.

3. Compliance & Probity Management

- Maintain sustainable procurement practices aligned with leading practice systems, process, policy,



financial integrity and probity, protecting the credibility of the central procurement function.

- Ensure probity, transparency and compliance in all procurement activities.
- Identify, take action upon actual or potential risks in the course of operation and report to management for high-risk areas.
- Evaluate on a regular basis the effectiveness of relevant processes and controls for continuous improvement.

Key Selection Criteria

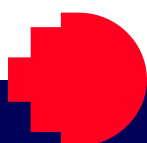
- Relevant qualifications in Business, IT, Engineering, Project Management, Business Law or a related field.
- A minimum of 4 to 6 years of relevant professional experience in procurement, finance or business development is required. Experience in project management, contract management is a plus.
- Experience and commercial knowledge of ICT or Construction categories and track record of developing and delivering commercial achievement.
- Experience in utilising standardised policy and procedure while still delivering optimum commercial outcomes.
- Strong, demonstrated analytics experience in a large and complex environment.
- 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.
- Proven capability to manage key stakeholders at all levels effectively.
- Effective working relationships in cross-functional teams in matrix environment.
- Proven capability to drive and manage changes, with a customer-focused and result-oriented mindset.
- Ability to work in a fast paced, lean team environment with the associated flexibility.
- Excellent written and communication skills including ability to develop and deliver presentations. 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 6.0 (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:

Approved

Signature:
Name:
Title:
Date:

