

RMIT Vietnam
Officer, Research & Project

Position Details

Position Title:	Officer, Research & Project
Division/ Centre:	The Business School
Department:	Office of TBS
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:	PSV4
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 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

Department Summary

With over 9,000 students, RMIT University Vietnam's The Business School (TBS) has established a world-class reputation for excellence in business and management education, providing high-quality research, industry responsive programs relevant to the national and global marketplace.

Position Summary

The Officer, Research & Project is responsible for managing the day-to-day administration and coordination of research-related projects within TBS's Research & Projects portfolio, as well as supporting related activities across the Saigon South and Hanoi campuses. The role will be involved in various stages of projects, including assisting the project team leader with scheduling activities, contributing to project planning, stakeholder engagement, administration and implementation, and ensuring project activities are delivered to a high standard.

Reporting Line

Reports to:	Senior Coordinator, Project
Indirectly reports to:	Senior Manager, International & Project
Key relationships:	TBS academic and professional staff; RMIT Vietnam's relevant central support units; internal and external project stakeholders.

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Support the School's research grants and strategic projects, including assisting with project coordination and

planning, contingent staff recruitment, budgetary requirements, project status reporting to management and documentation of project activities.

- Assist in maintaining effective communication and collaboration with a wide range of project stakeholders to ensure high-quality coordination across RMIT Vietnam, while providing timely and quality advice to academic staff regarding their research grants.
- Update and maintain the master project database to monitor and track all TBS-related projects, including project schedules, milestones, due dates, estimated resource requirements and other relevant information.
- Assist in the administration of TBS's Higher Degree by Research (HDR) programmes and related matters and activities.
- Support the coordination and logistical arrangements for the School's research-related activities and events.
- Collaborate with other team members to support the coordination and implementation of TBS strategic projects and activities.
- Support post-event evaluation and analysis, including gathering feedback and identifying areas for improvement.
- Assist in developing and maintaining TBS's research-related communication channels, while coordinating the production and distribution of research promotional materials, such as brochures, posters and digital assets.
- Perform other duties as directed by the line manager.

Key Selection Criteria

- A relevant bachelor's degree and/or significant relevant experience in an administrative role.
- Proficiency in Microsoft Office Suite applications.
- Basic financial acumen, including familiarity with budget monitoring, expenditure tracking and expense management.
- A highly motivated and proactive approach to work, with the ability to work independently and as part of a team.
- Ability to prepare and present data through reports.
- Ability to quickly learn and apply administrative procedures and protocols effectively.
- Strong attention to detail and accuracy in managing information, records and documentation.
- Demonstrated organisational and time management skills, with the ability to prioritise effectively and manage a wide range of tasks proactively.
- Strong verbal and written communication skills in both English and Vietnamese, with the ability to effectively engage with a diverse range of stakeholders.

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 5.5 (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	**Approved**
Signature:	Signature:
Name:	Name:
Title:	Title:
Date: Must filled section	**Date: Must filled section**