

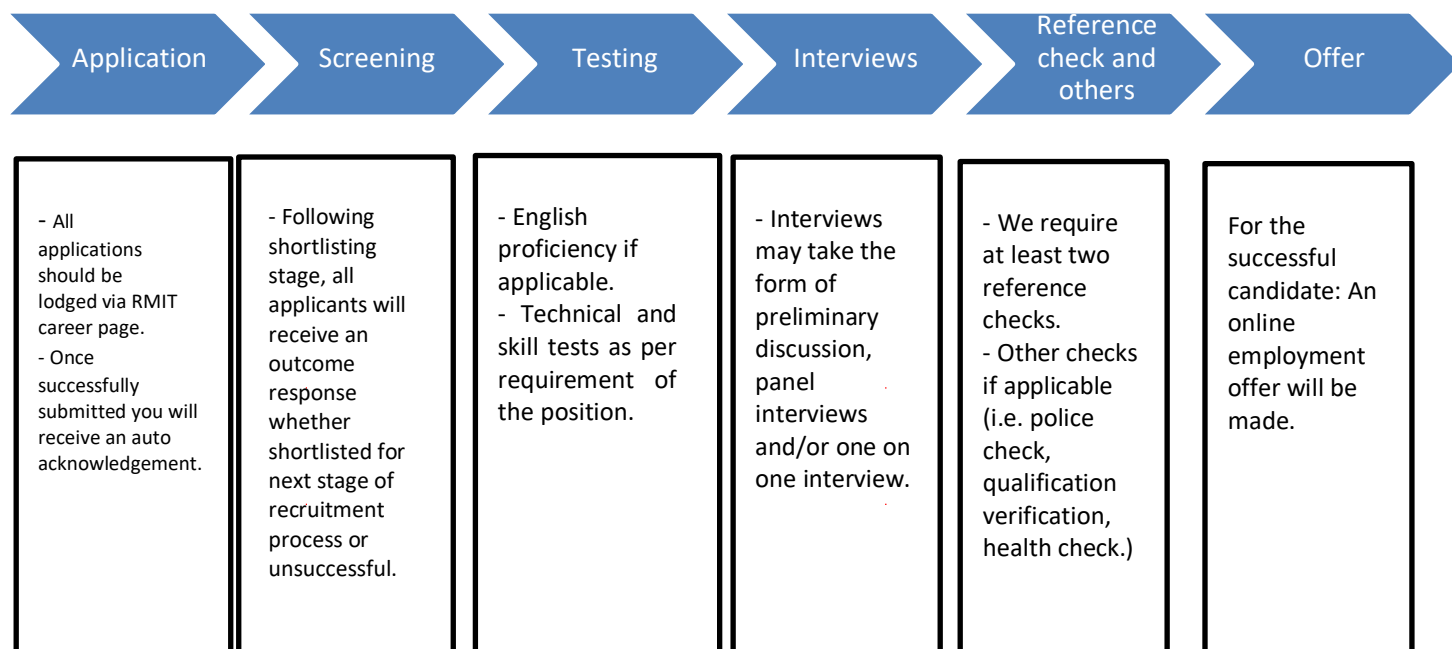


RMIT VIETNAM

INFORMATION PACK

For expatriate candidates

RMIT Recruitment Process



Working at RMIT

In order to align with work permit duration in Vietnam, RMIT offers 2-year fixed term contract, which can be extended, on an ongoing basis by mutual agreement based on performance and budget.

We offer local employment, which complies with Vietnamese labour and tax law.

RMIT offers 20 days of annual leave, 5 days paid leave Xmas closure, and up to 10 days' sick leave per annum.

Personal income tax in Vietnam is applied on an incremental scale of up to 35%. All staff, both local and expatriate are required to pay income tax.

Remuneration and benefits

Professional positions

For employees appointed in professional positions, your remuneration level will be discussed with you at offer stage, as well as any associated benefits. Remuneration is based on individual skills and experience, relevant to the position you have applied for.

Academic positions

For employees appointed in Academic positions, our remuneration levels are as follows:

Total Fixed Remuneration (TFR)	Foreign (non-Vietnamese) employees	Local (Vietnamese) employees
	USD	VND, gross per month

Associate Lecturer Academic A	Starting from \$59,000	Starting from VND 75,398,000
Lecturer Academic B	Starting from \$72,885	Starting from VND 96,707,000
Senior Lecturers Academic C	Starting from \$91,133	Starting from VND 121,839,000
Associate Professor Academic D	Starting from \$115,283	Starting from VND 156,260,000
Professor Academic E	Starting from \$168,280	Starting from VND 229,473,000
	<i>^ For Foreign employees, TFR includes base salary and any salary packaging options that the employee wishes to pursue, for tax</i>	<i>^ For Vietnamese employees, TFR includes: annual base salary, annual meal allowance, annual clothing allowance, 22% National Insurance contribution, 13th month salary</i>

It is important to note that to be considered for a Lecturer level position or higher, you must have completed a PhD. If you do not hold a PhD you will only be considered for an Associate Lecturer position.

In addition, for roles with extra responsibilities (for example, Program Manager, Senior Program Manager), you will be paid a fixed annual allowance in addition to TFR.

Salary payment

RMIT pays on a 'total fixed remuneration' basis (TFR), which means that the salary stated in your offer letter and contract is your total remuneration. Salary packaging options are available – this is a tax benefit.

RMIT Vietnam will withhold and pay income tax on your behalf and assist you with your annual tax documentation.

As per local law, you will be paid up to USD 1,000 per month in local VND, and the remainder in USD. This necessitates having both a VND and USD bank account. We can help you to set up bank accounts, once you have arrived in Vietnam.

Other benefits include:

- Educational support up to US\$15,000 per child annually, up to 2 children per family;
- Full private medical insurance for employee and immediate dependents
- Personal Accident Insurance
- Support with Work Permit for staff, visa and Residence Card processes for staff and direct dependents
- For expatriate staff, there are options to salary package school fees if you have dependents at school age who are planning to study in Vietnam, and the cost of a yearly return flight to your place of domicile. Please note, the return flight is a salary packaging option, and not a reimbursement of the cost of the flight.
- World class teaching facilities and resources
- Professional development budget, with many learning and development opportunities. Free access to on-site doctor at our medical Centre
- Free access to on-site gym and recreational facilities

Relocation and onboarding

If your appointment involves relocating to Vietnam, RMIT will provide you and your direct dependents with a flight from your home to Vietnam (dependents to relocate within the first 3 months from your start date). For candidates outside of Vietnam, you will also receive a USD \$6,000 relocation allowance which can be spent towards any of your relocation costs (including temporary accommodation on arrival, relocation of belongings, deposit on rental property, and/or furniture for your accommodation).

You will receive this payment to your local bank account, once you have opened a bank account, and within your starting month with RMIT.

Following your arrival, we can support to arrange a meeting on campus between you and a rep from your chosen bank, to assist you with opening a bank account. We also have plenty of information relating to contact details of realtors and letting agents, lists of schools in HCMC etc. RMIT Vietnam can also support you to arrange your relocation (for example, hotel bookings, airport pick up, details of relocation companies and rental agents).

We support all foreign employees with their Visa, Work Permit, and residence card processes.

Please note: employees on contracts for less than 24 months, or applying within Vietnam on hourly rate contracts are not eligible for relocation assistance.

Work permit process

The Vietnamese government has strict requirements for foreigners obtaining Work Permits. If you are successful, RMIT Vietnam will support you through the process, and you will be reimbursed reasonable costs. The Work Permit process can take anywhere from two to 4 months, depending on how quickly you are able to provide the required documentation. RMIT Vietnam reserves the right to rescind a job offer if the preferred candidate does not provide the required documents to obtain a Work Permit within a reasonable timeframe.

Family and dependents

We can help you to organise visas and flights for your partner and/or children. RMIT Vietnam will cover the airdareyou're your direct dependents. To ensure that your spouse and dependents are included on your visa/and temporary resident card, you will need to provide marriage certificates and/or birth certificates. De facto and same sex partnerships are not recognised by the Vietnamese government, for Dependent Visa purposes however, we can help your partner with a different type of visa options. In addition, all dependents are covered by RMIT medical insurance.