Position Details

Position Title: Compensation and Benefits Officer
Division: Operations and Planning
Department: Human Resources
Campus Location: Based in Ho Chi Minh City but may be required to work at other location of RMIT Vietnam.
Job Grade / Classification: PSV4
Time Fraction: Full-time: 1.0 (40 hours per week)

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia’s original educational institutions founded in 1887, RMIT is now the nation’s largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs.

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city’s northern suburbs – and a campus in Vietnam with locations in Ho Chi Minh City and Hanoi. With significant partnerships in Hong Kong, China, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University's total student population of 74,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures, and is ranked in the top 100 universities in the world for engineering and technology in the 2010 QS World University Rankings. www.rmit.edu.au

RMIT Vietnam

RMIT International University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. It is committed to providing internationally recognised high-quality education and professional training for its students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. 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. RMIT Vietnam is an English speaking university and all teaching is in English.

www.rmit.edu.vn

Position Summary

The key objectives of this position is to prepare and execute the RMIT Vietnam salary and benefits administration including oversight of the payroll and associated records system as well as the job survey and evaluation process.
The role is also responsible for communication to staff on RMIT salary and benefits methodology and preparing necessary reports as required.

**Reporting Lines**

Reports operationally to: Manager, Compensation and Benefits

Reports functionally (where applicable) to: Manager, Compensation and Benefits

List by title positions which report directly to this position: Payroll Officer

**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.

**Key Accountabilities**

1. **Salary and Benefits Administration**
   - Implement the TFR salary sacrifice process for eligible staff according to policy and for tax compliance.
   - Implement the salary review cycle in line with approvals and prepare updated salary/TFR schedules.
   - Ensure compliant implementation of approved HR Compensation and Benefits Policies and procedures.
   - Provide assistance in preparing offers of employment and labour contracts as required.

2. **Salary and Benefit Survey Participation**
   - Prepare salary and benefits data and complete data submission in periodical and ad-hoc surveys.
   - Support participation in approved salary survey cycles to compare RMIT Vietnam benchmark positions with the local market. Analyse results and trends and make appropriate recommendations.

3. **Job Evaluation**
   - Support the job evaluation committee in job evaluation.
   - Manage the job evaluation database and records maintaining current files and sufficient history.

4. **Payroll**
   - Oversight preparation of monthly payroll for approval and coordinate with Finance to ensure timely and accuracy remittance for employees every month. Prepare monthly payroll, SI and PIT calculation & reports and arrange approvals.
   - Check timely and accurate input and update of staff information in the human resources information system for accurate payroll processing and HR reporting.
   - Check termination payments and documents to ensure timely and accuracy remittance for employees departing RMIT Vietnam.
   - Check monthly personal income tax declaration for employees and the reports going to Tax Department.
   - Check and assist with the calculation of annual personal income tax finalization for current and departing employees.

5. **Staff Bonus Payment Programs**
   - Implement approved bonus plans to meet requirements.

6. **Staff Communication**
   - Support RMIT Vietnam orientation programs for C and B matters
   - Prepare and update reference materials for staff on C and B and salary sacrifice information

7. **Reporting and Records**
   - Ensure accurate and timely regular leave reports for relevant divisions and departments.
   - Manage the reporting for salary administration and incentive programs as required.
   - Prepare accurate and timely data for statutory reports to relevant Vietnamese government agencies such as the Immigration Department, Labour Department, Ho Chi Minh Social Securities and Tax Department.
   - Provide input for Audit review of HR Salary and Benefits by collection, supply of data and updating
   - Recommend upgrades to the HR system as required to support C and B processes

8. **Budgets**
• Provide salary and benefit budget information to support annual Headcount plans and HR budget reports. As required provide status information on salary and benefit budgets to help ensure tracking and salary costs are within budget.

9. Others
• Other tasks assigned by Manager, Compensation and Benefits

Key Selection Criteria

A: Qualifications and Pre-requisites

Mandatory
Tertiary qualifications in a relevant discipline.

Preferred

B: Employment/Professional Experience

Mandatory
1. Demonstrated experience with HR data systems and payroll.
2. Demonstrated experience in salary and benefits administration area for foreigners and local staff, and knowledge of the Labour Law and Medical and Social Insurance practices.

Preferred

C: Competencies - skills, knowledge, abilities

Essential
• Demonstrated ability to work with confidential information.
• Demonstrated superior knowledge and experience in using computer software such as Microsoft Word, Excel, Power Point and Access.
• Superior customer service skills and attitude and experience in a customer service environment.
• Well developed interpersonal skills, including negotiation, liaison, and cross cultural communication in both written and spoken English and Vietnamese.
• Demonstrated ability to work independently and as part of a team.

Desirable

Note:
For foreign staff, appointment to this position is subject to the ability to obtain a Vietnamese work permit. For all staff, appointment is subject to satisfying the English language standards relevant to the position.

This position description is current as at the date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

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