Position Description

Position Details

**Position Title:** IT Senior Project Manager  
**Division:** Operation and Planning  
**Department:** IT Services  
**Campus Location:** Based in Ho Chi Minh City but may be required to work at other campuses of RMIT Vietnam.  
**Job Grade / Classification:** PSF07  
**Time Fraction:** Full-time

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 campuses in Hanoi and Ho Chi Minh City in Vietnam. 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](http://www.rmit.edu.au)

RMIT Vietnam

RMIT International University Vietnam is the Asian 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](http://www.rmit.edu.vn)
Position Summary

The position is responsible for the management of concurrent projects for RMIT Vietnam Information and Communication Technology (ICT), from start to successful completion using project management best practices and framework. The range of projects includes software/system implementation and development, infrastructure and network development, and other related ICT projects.

The position will require:

- The engagement of project champions, sponsors and stakeholders
- Business requirements gathering, analysis, planning, implementing and documenting
- Regular progress reports to the manager of the Project Management Office

Reporting Lines

Reports operationally to: Director, ITS

List by title positions which report directly to this position: Projects Managers

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. Manage the Project Management Office and projects approved by the ICT Planning and Reference Group
2. Prioritize projects based on RMIT Vietnam Business Plan
3. Assign and monitor the Projects assigned to different Project Managers
4. Perform gap analysis and feasibility studies for technology solutions required or proposed for use by the University.
5. Ensure strict practices of version and change control are maintained for all systems, giving special focus to systems security.
6. Ensure delivery of projects within allocated budgets and timelines.
7. Coordinate with vendors and third party for eventual updates and new features implementation. Follow-up with End-users to ensure the project is endorsed and properly use based on requirements
8. Evaluate new technologies for their suitability and benefits for use in the University.
9. Any other duties as required.

Key Selection Criteria

A: Qualifications and Pre-requisites

Mandatory

1. Extensive experience with internal and external stakeholder management.
2. Proven ability to manage multiple simultaneous IT projects.
3. Extensive project management experience.
4. Demonstrated vendor management experience
5. Demonstrated experience in successfully developing and delivering affordable IT solutions.
6. Demonstrated knowledge of current systems and methodologies, including management and understanding of Internet systems and Security issues in a large corporate environment.

7. Experience of data networking and Internet infrastructures.

9. Proven capacity to work under stress and to adapt quickly in a rapidly changing environment.

11. Bachelor degree in IT and/or significant industry experience.

12. Advance English

**Preferred**

1. Post-graduate qualification in management

2. Post-graduate qualification in IT and significant industry experience. Formal qualification in recognized PM methodology

**B: Employment/Professional Experience**

**Mandatory**

1. At least 5 years experience in managing IT Projects

2. At least 8 years experience working in IT

**Preferred**

8 or more years experience in management position

**C: Competencies - skills, knowledge, abilities**

**Essential**

1. Well developed personal skills including sound conceptual and analytical skills, and judgement, report writing, negotiation and liaison.

2. Knowledge of and commitment to quality assurance and continuous improvement principles.

**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.

<table>
<thead>
<tr>
<th>Endorsed:</th>
<th>Name:</th>
<th>Approved:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Signature:**

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Signature:</th>
</tr>
</thead>
</table>