

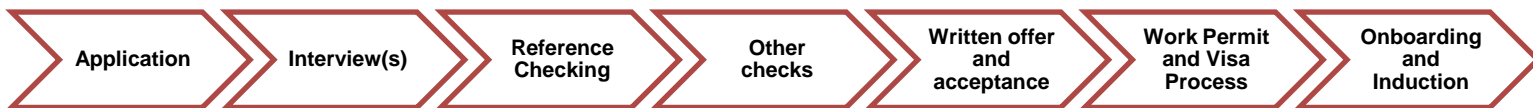


VINACAPITAL PROFESSOR OF PRIVATE EQUITY  
RMIT VIETNAM

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## 1. RECRUITMENT PROCESS



The Recruitment Process at RMIT Vietnam is as follows:

- Apply for a position listed on our jobs website.
- If you're shortlisted you'll be invited to interview for the role – this usually includes an informal phone call, and at least one formal panel interview.
- If you're successful after interview, other checks are conducted (eg. reference checks) – with your permission.
- If you are the preferred candidate, you will be presented with a verbal and written offer of employment.
- If you accept, we will support you with the Vietnamese Visa and Work Permit process.
- Then, you will commence onboarding and induction.

For more information, please see our [website](#).

## 2. LIVING AND WORKING IN VIETNAM

Moving to a foreign country can be exciting but nerve-wracking, fun but daunting. We aim to make your transition to Vietnam as comfortable as possible. It helps if you have an idea of what your new experience will be like.

If you are thinking of moving to Vietnam, there is a lot of useful information [on our website](#), including a 'Living in Vietnam' e-book.

Please note that while living costs in Vietnam are generally very affordable, the cost of private school fees for children is relatively high. If you have school-aged children and are considering moving to Vietnam, we are happy to talk you through your individual circumstances with this in mind.

For other information about working at RMIT Vietnam, please see [here](#).

## 3. CONDITIONS

- In accordance with Vietnamese Labour regulations, RMIT Vietnam issues 2-year fixed term contracts, which are extended by mutual agreement.
- We offer local employment, and comply with Vietnamese labour and tax law.
- Vietnam personal income tax rates are progressive to 35%. You can read more information on living and working in Vietnam (including tax) [here](#).

## 4. REMUNERATION

- This is the VinaCapital Professor of Private Equity position within RMIT Vietnam, sponsored by VinaCapital through “**the VinaCapital Term Professorship**” commencing from 2017 to 2021, with a total fixed remuneration (TFR) at USD148,500 per annum.
- Salary packaging options are available for school fees and home airfares: this is a tax benefit and is not paid in addition to your remuneration.
- You will be paid your first USD 1,000 per month in VND, and the remainder in USD. This necessitates having both a VND and USD bank accounts. We can help you to set up bank accounts, once you have arrived in Vietnam.
- RMIT Vietnam will withhold and pay income tax on your behalf, and assist you with your annual tax documentation.

## 5. BENEFITS

- Foreign candidates will receive full private medical insurance for themselves and any dependents
- Personal Accident Insurance coverage
- We offer 20 days' annual leave, 10 public holidays, 1 university holiday (Christmas), and up to 10 days' sick leave per year.
- Support with Visa, Work Permit, and Residence Card processes (and reimbursement for reasonable costs)
- There are salary packaging options for school fees and one return airfare to your home country per year (this is a tax benefit, not paid in addition to your remuneration)
- Excellent academic guidance and supportive team structures
- World class teaching facilities and resources
- Professional development and mentoring
- Free access to on-site medical centre
- Free access to on-site gym and recreational facilities

## 6. RELOCATION ASSISTANCE

- If you are required to relocate to Vietnam, you will be provided with a one-way air ticket to Vietnam for yourself.
- You will receive a one-off USD 6,000 relocation payment, which you may use towards any of your relocation costs (including temporary accommodation on arrival). This will be paid to your local bank account with your first month salary. 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 will support you with Visa, Work Permit, and Residence Card processes. We can support you to organise visas and flights for your spouse and/or children. However, the cost of this will be covered by you.

## 7. 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 between 2 to 6 months from the job offer being made.

To read more about what's required, see [here](#). These requirements are subject to change. 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.

## 8. ONBOARDING AND INDUCTION

After you receive your Work Permit, we will help you arrange a Visa, flights, and accommodation.

We can also help you with introductions to banks, reliable real estate agents, and assistance and advice on living in Vietnam.

## 9. FAMILY AND DEPENDANTS

We can help you to organise visas and flights for your partner and/or children. However, the cost of this will be covered by you. For Visa purposes, 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 Dependant Visa purposes. However, RMIT Vietnam does recognise these relationships (eg. for health insurance coverage). If you are in a de facto or same sex partnership, we can help your partner with a different type of Visa.

Please direct any questions to Nguyet Nguyen, Recruitment and Workforce Planning Consultant at [nguyet.nguyenthitam@rmit.edu.vn](mailto:nguyet.nguyenthitam@rmit.edu.vn).