



RMIT VIETNAM

# INFORMATION PACK

For foreign candidates

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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 line with Vietnamese Work Permits, RMIT Vietnam issues 2-year fixed term contracts, which are extended by mutual agreement, budget, performance evaluation and work permit renewal.

We offer local employment, and must comply with Vietnamese labour and tax law. We offer 20 days' annual leave, 10 public holidays, 1 university holiday (Christmas), and up to 10 days' sick leave per annum.

Vietnam personal income tax rates are progressive to a maximum of 35%. All locally employed staff must pay personal income tax in Vietnam. You can read more information on living and working in Vietnam (including tax) [here](#).

## 4. REMUNERATION

For Academic employees, remuneration information is provided in Section 10 of this document. For Professional employees, your remuneration level will be discussed with you, and depends on the role you have applied for.

We pay on a 'total fixed remuneration' basis (TFR), which means that the salary stated is your total remuneration. Salary packaging options are available – this is a tax benefit and not paid in addition to your remuneration.

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

You will be paid USD 1,000 per month in 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.

## 5. BENEFITS

- Foreign candidates will receive full private medical insurance for themselves and any immediate dependents
- Personal Accident Insurance coverage
- 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 \$6,000 USD relocation payment, which can be spent towards any of your relocation costs (including temporary accommodation on arrival). You will receive this payment to your local bank account, after your arrival (we can help you to arrange your bank account). RMIT Vietnam can also support you to arrange your relocation (for example, hotel bookings, airport pick up, details of relocation companies and rental agents).

*Please note: this only applies for employees on a contract for more than 12 months. Hourly rate employees are not eligible for Relocation Assistance.*

We support all foreign employees with their Visa, Work Permit, and Residence Card processes.

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.

## 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.

## 10. INFORMATION SPECIFICALLY FOR ACADEMIC EMPLOYEES

### Academic Employees - Salary

Our remuneration levels are as follows:

| <b>Total Fixed Remuneration (TFR)</b>    | <b>Foreign (non-Vietnamese) employees</b><br>USD, gross per annum                                                                                                    | <b>Local (Vietnamese) employees</b><br>VND, gross per month                                                                                                                              |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Associate Lecturer</b><br>Academic A  | \$53,000 – \$63,200                                                                                                                                                  | VND 67,000,000 - VND 82,000,000                                                                                                                                                          |
| <b>Lecturer</b><br>Academic B            | \$65,500 – \$75,500                                                                                                                                                  | VND 86,000,000 – VND 101,000,000                                                                                                                                                         |
| <b>Senior Lecturers</b><br>Academic C    | \$82,000 – \$94,500                                                                                                                                                  | VND 108,500,000 – VND 128,500,000                                                                                                                                                        |
| <b>Associate Professor</b><br>Academic D | \$103,500 – \$112,500                                                                                                                                                | VND 139,000,000 – VND 152,000,000                                                                                                                                                        |
| <b>Professor</b><br>Academic E           | \$151,500                                                                                                                                                            | VND 204,000,000                                                                                                                                                                          |
|                                          | <i>^ For Foreign employees, TFR includes base salary and any salary packaging options that the employee wishes to pursue, for tax purposes (school fees/airfare)</i> | <i>^ For Vietnamese employees, TFR includes: annual base salary, annual meal allowance, annual clothing allowance, 22% National Insurance contribution, 13<sup>th</sup> month salary</i> |

You must have completed a PhD to be appointed as a Lecturer (or higher).

In addition, for roles with extra responsibilities (for example Head of Department, Discipline Lead, Program Lead, Hanoi Coordinator), you will be paid an annual allowance in addition to TFR.

### Recruitment FAQs - Academic

| <b>Question</b>              | <b>Answer / Link / Resource</b>                                                                                                                                                                                                       |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>What is the workload?</b> | RMIT Vietnam has an Academic Expectations Framework for all academic employees.<br>In a full-time (40 hour per week) role, you're expected to work 40 hours per week: a mix of teaching/preparation, service/leadership and research. |
| <b>How many hours am I</b>   | Depending on your level, you may teach between 3 and 18 hours per week.                                                                                                                                                               |

|                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>expected to teach, per week?</b>                                          | On average, our Lecturers teach 12 to 15 teaching hours per week. Your teaching hours are discussed and agreed with your manager each semester, taking into account student enrolments, and your other activities (service/leadership and research).                                                                                                                                                          |
| <b>How many contact hours are there, per semester?</b>                       | There are three semesters per year (commencing in February, June, and October).<br><br>There are 16 weeks per semester, in which three are semester break, two are for examinations, and one is for professional development. This leaves 10 weeks of teaching per semester.<br><br>So, the average contact hours per semester is from 120 to 150 hours, based on an average 12 to 15 teaching hours per week |
| <b>How many courses per semester will I teach?</b>                           | Normally, staff are required to teach four or five courses per semester (these may be individual courses, or different streams of the same course).                                                                                                                                                                                                                                                           |
| <b>Which courses will I teach?</b>                                           | This depends on your expertise and the workload allocation discussed and agreed with your line manager.                                                                                                                                                                                                                                                                                                       |
| <b>Will I teach undergraduate and postgraduate courses?</b>                  | This depends on the subject availability, and your qualifications and experience.                                                                                                                                                                                                                                                                                                                             |
| <b>What are the class sizes?</b>                                             | We have up to 35 students per class.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>What is the support for research?</b>                                     | We have an active research focus, and the Research Office will provide training and support for academic staff interested in research. In addition, you can allocate time for research under the workload model.                                                                                                                                                                                              |
| <b>Is there research funding?</b>                                            | Internal grants are open approximately twice a year, administered by the Research Office.                                                                                                                                                                                                                                                                                                                     |
| <b>Where do I need to publish?</b>                                           | International conferences, journals and reputed publications.                                                                                                                                                                                                                                                                                                                                                 |
| <b>Is there any incentive for research?</b>                                  | Centres have professional development funding to support travel to conferences.                                                                                                                                                                                                                                                                                                                               |
| <b>What types of research can I pursue?</b>                                  | Anything related to your field of expertise, which is aligned to the University and your Centre's research objectives.                                                                                                                                                                                                                                                                                        |
| <b>What conferences can I attend?</b>                                        | Conferences where you have published or accepted papers, in consultation with your manager.                                                                                                                                                                                                                                                                                                                   |
| <b>What are the criteria for promotion?</b>                                  | For academic promotion, the criteria and evidence should be in three main areas: teaching, research and scholarship, and leadership.                                                                                                                                                                                                                                                                          |
| <b>How long do I have to work for you before I'm eligible for promotion?</b> | You must have at least 1 years' experience in your current level at RMIT in order to apply for Academic Promotion (to move from one band to another, i.e from Lecturer to Senior Lecturer).                                                                                                                                                                                                                   |
| <b>When can I take leave?</b>                                                | Teaching staff are recommended to take annual leave during the semester break. We have three semester breaks per year, three weeks per semester.                                                                                                                                                                                                                                                              |
| <b>Are there KPIs in place? What are they?</b>                               | The KPIs are related to teaching (such as course improvement and innovations, course goal and expectation), research (such as external grants,                                                                                                                                                                                                                                                                |

internal grants, publications) and leadership and service (such as institutional projects, program development).

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