



RMIT VIETNAM

INFORMATION PACK

For foreign candidates – Professional Jobs

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1. RECRUITMENT PROCESS



The Recruitment Process at RMIT Vietnam is as follows:

- ② Apply for a position listed on our jobs website.
- ② 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.
- ② If you're successful after interview, other checks are conducted (eg. reference checks) – with your permission.
- ② If you are the preferred candidate, you will be presented with a verbal and written offer of employment.
- ② If you accept, we will support you with the Vietnamese Visa and Work Permit process.
- ② 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.

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 circumstance.

3. CONDITIONS

In line with Vietnamese Work Permits, RMIT Vietnam issues 2-year fixed term contracts, which are extended by mutual agreement.

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.

4. REMUNERATION

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 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 at least 24 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 4 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.