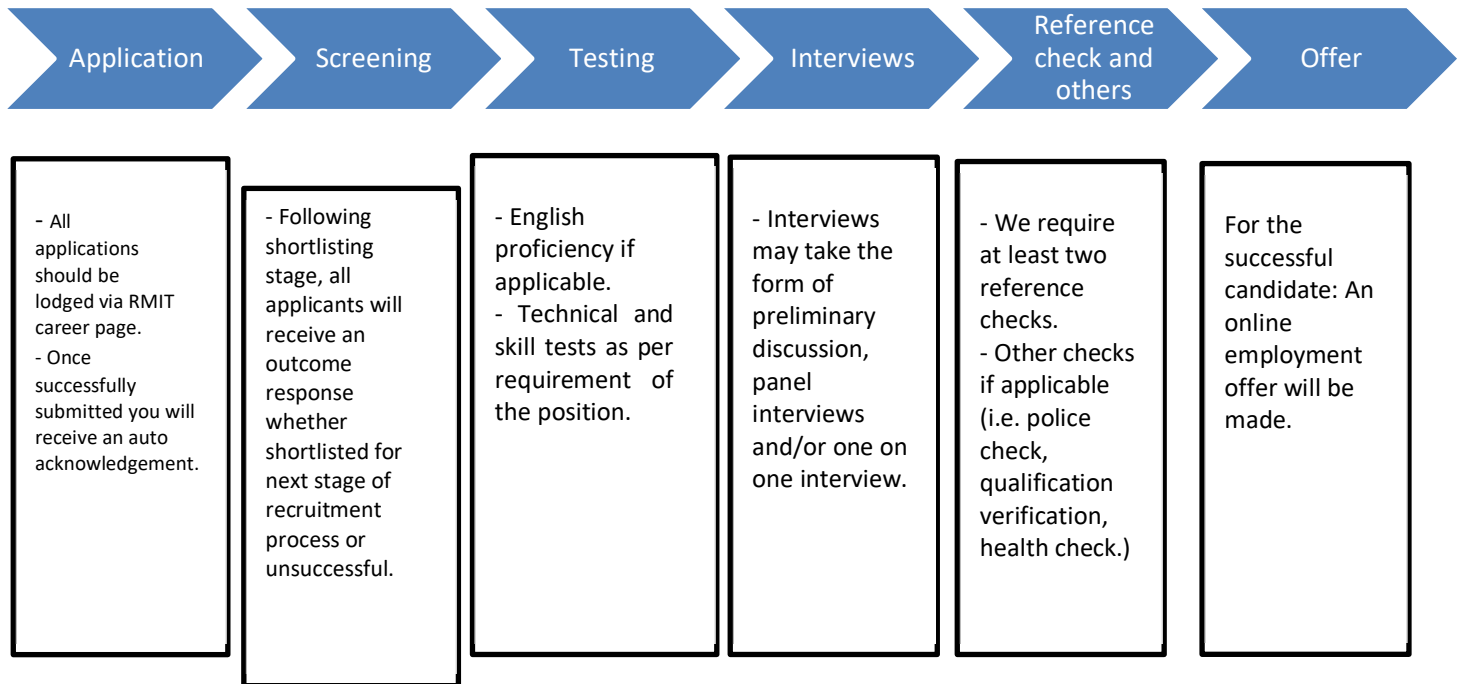


# **INFORMATION PACK**

**For foreign candidates**

## RMIT Recruitment Process



## Working at RMIT

In line with Vietnamese work permits issued by the Vietnamese government, RMIT Vietnam issues 2-year fixed term contracts, which can be extended by mutual agreement based on performance and budget.

We offer local employment, which complies 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 incremental to a maximum of 35%. All locally employed staff must pay personal income tax in Vietnam.

## Remuneration and benefits

For Academic employees, remuneration information is provided below.

We pay on a 'total fixed remuneration' basis (TFR), which means that the salary stated is your total remuneration. Salary packaging options are available with regards to yearly flights back home to your place of domicile and dependent school fees.

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

As per local law, 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.

Our remuneration levels are as follows:

<b>Total Fixed Remuneration (TFR)</b>	<b>Foreign (non-Vietnamese) employees</b> USD, gross per annum	<b>Local (Vietnamese) employees</b> VND, gross per month
<b>Associate Lecturer</b> Academic A	Starting from \$55,620	Starting from VND 71,070,000
<b>Lecturer</b> Academic B	Starting from \$68,701	Starting from VND 91,155,000
<b>Senior Lecturers</b> Academic C	Starting from \$85,902	Starting from VND 114,845,000
<b>Associate Professor</b> Academic D	Starting from \$108,665	Starting from VND 147,290,000
<b>Professor</b> Academic E	Starting from \$158,620	Starting from VND 216,300,000
	<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>

**It is important to note that to be considered for a Lecturer level position or higher, you must have completed a PhD.**

**If you do not hold a PhD you will only be considered for an Associate Lecturer position.**

In addition, for roles with extra responsibilities (for example, Discipline Lead, Program Lead, or Coordinator), you will be paid a fixed annual allowance in addition to TFR.

**Other benefits include:**

- Full private medical insurance for employee and immediate dependents, for foreign staff. For local staff hired into academic roles, private medical is also offered as well as availability for dependent cover at competitive rates.
- Personal Accident Insurance
- Support with Visa, Work Permit, and Residence Card processes (and reimbursement for reasonable costs)
- For foreign staff, salary packaging options for school fees and one return airfare to your home country per year.
- 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

## Relocation and onboarding

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, relocation of belongings, deposit on rental property, and/or furniture for your accommodation).

You will receive this payment to your local bank account, once you commence work at RMIT.

Following your arrival, we can help to arrange a bank representative to meet with you at work, to assist you with opening a bank account. We also have plenty of information relating to contact details of realtors and letting agents, lists of schools in HCMC etc. 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 support all foreign employees with their Visa, Work Permit, and residence card processes.

***Please note: employees on contracts for less than 24 months or on hourly rate contracts are not eligible for relocation assistance.***

## 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 anywhere from two to 4 months, depending on how quickly you are able to provide the required documentation. 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.

## Family and dependents

We can help you to organise visas and flights for your partner and/or children. However, the cost of this will be covered by the employee. To ensure that your spouse and dependants are included on your visa/and temporary resident card, 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, we can help your partner with a different type of visa options. In addition, all dependents are covered by RMIT medical insurance.