

RMIT Vietnam

Internal Communications Coordinator

Position Details

Position Title:	Internal Communications Coordinator
Division/ Centre:	Engagement
Department:	University Communications
Campus Location:	Based at Saigon South but may be required to work from and/or be based at other RMIT Vietnam campuses
Job Grade/ Classification:	PSV05
Time Fraction:	Full-time

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 119th in the 2027 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 3rd globally for its work to reduce inequalities (SDG 10), 8th in supporting decent work and economic growth (SDG 8), and overall 63rd worldwide in the 2026 Times Higher Education Sustainability Impact Rankings.

RMIT has eight subject areas ranked among the world's top 100 in the latest QS World University Rankings by Subject. Three subjects are ranked in the global top 50, with Architecture & Built Environment maintaining its strong global position at 15th while rising to 1st in Australia. Library & Information Management also improved to 1st in Australia and is ranked 29th globally. Art & Design continues to be recognised among the world's leading disciplines, ranked equal 19th globally and 1st in Australia. Additional subjects ranked in the global top 100 and among the top



10 in Australia include Materials Science, Accounting & Finance, Communication & Media Studies, Data Science & Artificial Intelligence, and Civil & Structural Engineering.

www.rmit.edu.au/about

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, 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. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

Department Summary

University Communications is responsible for building and protecting the RMIT story and reputation. As RMIT's strategic communications experts we support the university through external communications, media relations, social media and student and staff communications.

Position Summary

Reporting directly to the Senior Communications Business Partner, the Internal Communications Coordinator will support the delivery of the University's communications to employees in Vietnam. This position will work closely with the Senior Communications Business Partner to deliver and measure impactful internal communications that contributes to the overall RMIT strategy.

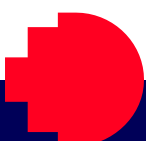
The position will require engagement across the University, well planned and written creative content and visuals, advising stakeholders on content creation and communications counsel, coordinating delivery across multiple channels and reporting for stakeholder engagement and continuous improvement.

Our employees are what makes RMIT such a fantastic University, and so it is critical we foster the passion and engagement of our staff and help them connect the red thread of their work to our purpose and impact globally.

The position will work alongside other functions in the University Communications team to share information and collaborate – both across teams and campuses in Vietnam, and with our Internal Communications colleagues in Australia.

Reporting Line

Reports to: Senior Communications Business Partner



Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Develop and maintain strong collaborative relationships with professional and academic stakeholders in the University across global campuses. Support the Internal Communications team and the wider University Communications team in delivering communications campaigns that align with the Internal Communications Strategy
- Build regular reports to check success against metrics for all channels, including staff feedback, and look for continuous improvements throughout the cycle.
- Understand the value of employee engagement and the need to prioritise the leadership team as key stakeholders to help cascade the RMIT Vietnam strategic narrative
- Work with and brief University Events team in the delivery of effective online, offline and hybrid staff engagement events

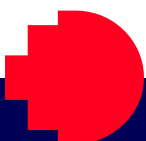
Communications Development and Delivery

- Own all existing internal communications channels, including development of content and graphics, and continually monitor and report to look for improvements to the employee experience
- Develop creative content for communication campaigns, messages, stories, slide packs, cheat sheets, Q&A, speeches etc in a timely manner, of high quality and to stakeholder expectations.
- Develop internal communication campaigns together with the internal comms team both locally and globally.
- Provide advice to the Senior Communications Business Partner regarding employee issues and opportunities for communications outcomes and solutions.
- Work collaboratively with specialists across the UniComms team to ensure a shared outcome.
- Ensure all internal communication content on University channels are accurate, effective, culturally sensitive, accessible, and conform to RMIT's communications and branding guidelines.
- Create and publish updates for staff and students in the event of an Incident Management Team (IMT) or other incident comms.

Other duties commensurate with the scope of the role

Key Selection Criteria

- A tertiary qualification in professional communication, public relations, and corporate communication.
- At least two years of experience working in a communications environment, with a background in coordinating and delivering communications projects and campaigns across multiple channels, multiple audiences for multiple-level stakeholders.
- Excellent communication skills, both written and oral, in English and (an advantage) in Vietnamese, being able to tell compelling stories and communicate with employees. Must have sound professional writing and editing skills and a keen eye for detail.
- Strong organisational and planning skills, along with good stakeholder management and relationship building skills.
- Ability to collect, analyse and synthesise information into context and deliver solutions.
- A good team player with ability to work effectively in teams or autonomously.



- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

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.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.

