

<b>JOB TITLE/ Chức danh:</b> <b>DEVELOPMENT DIRECTOR</b>	<b>Division/ Khối:</b>
<b>This Position Reports to</b> <i>Báo cáo cho:</i> <ul style="list-style-type: none"> <li>Head of Development</li> </ul>	<b>Positions Reporting to this Position</b> <i>Nhận báo cáo từ:</i>
<b>Summary of Duties/ Tóm tắt nhiệm vụ</b>	
<b>General Scope/ Phạm vi trách nhiệm</b>	
<b>Job Descriptions/ Mô tả công việc</b> <ul style="list-style-type: none"> <li>Work with Hotel Operator to negotiate and secure management contracts.</li> <li>Coordinate cross functional (development, operation, S&amp;M, legal) to implement project initiatives and other key tasks.</li> <li>Collecting information from S&amp;M to update sales status.</li> <li>Monitor project cash flows.</li> <li>Oversee and manage all aspects of a multi-phase, multi component real estate development project.</li> <li>Coordinate with architects, engineers, contractors, and other stakeholders.</li> <li>Monitor project timeline, budget, resources and regular report status to Head of Development and BOD.</li> <li>Ensure compliance with all relevant regulations and standards.</li> <li>Develop and maintain project documentation and reports.</li> <li>Present on-site and conduct regular site supervision, surveillance to ensure quality and compliance.</li> <li>Identify and mitigate project risks and issues.</li> <li>Negotiate contracts and agreements with vendors and contractors.</li> <li>Lead regular project meetings and coordinate project activities.</li> <li>Develop and implement project plans and schedules.</li> <li>Manage project changes and variations.</li> <li>Ensure effective communication and collaboration among project team members.</li> <li>Provide leadership and guidance to project team members.</li> <li>Resolve project-related conflicts and issues.</li> <li>Ensure project deliverables meet quality standards and client expectations.</li> <li>Monitor project performance and implement improvements as needed.</li> <li>Prepare and present project reports and presentations.</li> <li>Maintain strong relationships with clients, stakeholders, and partners.</li> </ul>	
<b>Essential Qualifications/ Trình độ chuyên môn</b> <ul style="list-style-type: none"> <li>Master/bachelor's degree in construction, project management or other related fields.</li> <li>Minimum of 10 years of experience in real estate development or project management.</li> </ul>	<b>Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)</b> <ul style="list-style-type: none"> <li>➤ <b>Knowledge:</b> <ul style="list-style-type: none"> <li>Strong knowledge of real estate development processes and practices.</li> <li>Proven track record of successfully managing development projects, experience with hospitality projects is a PLUS.</li> <li>Preferable candidates with experience working from concept to details for Architecture, Interior, Landscape,</li> </ul> </li> </ul>

	<p>and with the ability to coordinate and manage other related consulting units.</p> <ul style="list-style-type: none"><li>• Ability to master in all situations when facing with "difficult" consultants, especially foreign consultants. Flexibility and high dynamism in communication for work.</li><li>• Preferable candidates with experience in working and negotiating with international 5-star-standard operators, in working on key projects in Vietnam and abroad to understand international and local standards.</li><li>• Preferable knowledge, capacity and experience in construction norms, standards, construction laws, fire protection ... ensure that the dossier is properly and sufficiently complied from the initial concept stage and throughout the project implementation process.</li><li>• Proficiency in project management software and tools.</li><li>• Strong problem-solving and decision-making skills.</li><li>• Knowledge of relevant regulations and standards.</li><li>• Ability to work under pressure and meet deadlines.</li><li>• Ability to negotiate and manage contracts and agreements.</li><li>• Experience with budgeting and financial management.</li><li>• Strong onsite supervision and inspections capability.</li><li>• Ability to develop and implement project plans and schedules.</li><li>• Proactive and self-motivated.</li><li>• Ability to build and maintain strong relationships with stakeholders.</li></ul> <p>➤ <b>Skills:</b></p> <ul style="list-style-type: none"><li>• Excellent leadership and team management skills.</li><li>• Strong communication and interpersonal skills.</li><li>• Ability to manage multiple projects simultaneously.</li><li>• Strong organizational and time management skills.</li><li>• Attention to detail and accuracy.</li><li>• Strong analytical and critical thinking skills.</li></ul>
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**Approval/ Phê duyệt**

**Accepted by/Chấp nhận**

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Date/Ngày:

<p><b>BENEFIT/ Lương, thưởng, đãi ngộ:</b></p> <ul style="list-style-type: none"> <li>• USD8,000 gross max for EU candidates</li> </ul>	<p><b>WORK PLACE/ Địa điểm làm việc:</b></p> <ul style="list-style-type: none"> <li>• HCM city, Vietnam</li> </ul>
<p><b>Level</b></p> <ul style="list-style-type: none"> <li>• Director level</li> </ul>	<p><b>Industry/ Ngành nghề:</b></p> <ul style="list-style-type: none"> <li>• Real estate developer</li> </ul>
<p><b>Team size</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Language/ Ngôn ngữ:</b></p> <ul style="list-style-type: none"> <li>• English</li> </ul>
<p><b>Ghi chú cho người giới thiệu (quan trọng)</b></p> <ul style="list-style-type: none"> <li>• Candidates from EU, if Asia then Sing/Malay; Việt Kiều with understanding of EU culture and communication style is ok, but still EU candidates preferable.</li> <li>• Background and experience in project management at Director level</li> <li>• Good presentation skills</li> <li>• Good communication and collaboration skills</li> <li>• Strong experience in dealing with 5* operators (hospitality sector)</li> <li>• Strong experience in communicating with EU stakeholders</li> </ul>	