

JOB TITLE/ Chức danh: CS DIRECTOR	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> Board of Directors 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none">
Summary of Duties/ Tóm tắt nhiệm vụ <ul style="list-style-type: none"> The CS Director will lead and manage the Civil & Structural Engineering Division, ensuring that all designs meet industry standards, project requirements, and client expectations. This role involves strategic planning, project oversight, and team leadership to deliver innovative and cost-effective solutions across a variety of projects. 	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc <ol style="list-style-type: none"> <u>Leadership & Management</u> <ul style="list-style-type: none"> Provide leadership and technical guidance to the C&S Engineering Division; Mentor and develop the skills of junior and mid-level engineers; Foster a collaborative and innovative working environment. <u>Project Oversight</u> <ul style="list-style-type: none"> Manage and oversee C&S design processes, ensuring compliance with regulations and project specifications; Coordinate with other disciplines for integrated project delivery; Review and approve detailed engineering design, calculations, drawings. <u>Strategic Planning</u> <ul style="list-style-type: none"> Develop and implement strategies to enhance the department's capabilities and efficiency; Develop trainings materials, nurture growth and experience of the team and provide on the job training. Stay updated with industry trends, technologies, and best practices; Evaluate and implement tools / software to improve design and workflow efficiency. <u>Stakeholder Engagement</u> <ul style="list-style-type: none"> Liaise with clients and multi-disciplinary teams to understand and address project needs; Present technical solutions and reports when required; Ensure excellent communication and coordination between internal and external teams. Support the company business development and branding of company's C&S capabilities. Work closely with interdepartmental Architects, MEP and other stakeholders to ensure efficient project execution; Collaborate with government authorities and regulatory bodies to obtain necessary approvals and permits; Participate in project meetings, technical discussions, and coordination reviews. <u>Budget & Resource Management</u> <ul style="list-style-type: none"> Allocate resources effectively to meet project deadlines and budgets; Monitor project performance, costing, contract administration and implement corrective actions as needed; Contribute to the preparation of project budgets and cost estimations. <u>Quality Assurance & Compliance</u> <ul style="list-style-type: none"> Ensure all designs comply with relevant codes, standards, and safety regulations; Oversee the preparation of reports, specifications, and tender documents; Conduct quality assurance review of project deliverables. 	

Essential Qualifications/ Trình độ chuyên môn

- Engineering Degree in Civil or Structural Engineer. A Master's Degree is preferred;
- Professional Registration in Civil & Structural Engineering Design is a MUST.
- Minimum 20 years of proven experience in C&S Engineering design, execution, and project management, with at least 5 years in a senior management capacity;

Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)
➤ Knowledge:

- Proven track record of managing large-scale, complex projects;
- Experience working with various stakeholders, including consultants, contractors, and developers.

➤ Technical Competencies

- Experience with local and international building codes, regulations and standards; compliance frameworks governing design and construction;
- Proficiency in structural analysis and design software;
- Deep knowledge of structural systems, materials, and construction methods.

➤ Functional Competencies

- Strong leadership and decision-making abilities;
- Advanced problem-solving skills with a proactive approach to technical challenges;
- Excellent communication, presentation and negotiation skills.

➤ Language Proficiency:

- English: Native / Bilingual;
- Additional languages: Fluency in other languages is an advantage.

Approval/ Phê duyệt
Accepted by/Chấp nhận

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Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: <ul style="list-style-type: none"> Salary: open to discuss 	WORK PLACE/ Địa điểm làm việc: <ul style="list-style-type: none"> Office-based in HCMC, Vietnam with frequent site visits; May require travel depending on project location; Fast-paced environment requiring multitasking and adaptability. Working time: 8:00 -17:00, Monday- Friday (42.5h/week)
Level <ul style="list-style-type: none"> Level: 	Industry/ Ngành nghề: <ul style="list-style-type: none"> Architectural and engineering design consultancy services
Team size <ul style="list-style-type: none"> 	Language/ Ngôn ngữ: <ul style="list-style-type: none"> English: Native / Bilingual;
Ghi chú cho người giới thiệu <ul style="list-style-type: none"> Nationality: Expat 	