

<b>JOB TITLE/ Chức danh:</b> <b>PROJECT MANAGER</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 Project Development</li> </ul>	<b>Positions Reporting to this Position</b> <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none"> <li></li> </ul>
<b>Summary of Duties/ Tóm tắt nhiệm vụ</b> <p>The Project Manager represents the Developer/Investor in leading the end-to-end delivery of high-value real estate developments. The role focuses on overall project planning, legal procedures, coordination, cost, budget, schedule, quality, and risk management, while providing informed oversight of structural design to ensure safety, constructability, and alignment with the project's architectural vision and investment objectives.</p>	
<b>General Scope/ Phạm vi trách nhiệm</b>	
<b>Job Descriptions/ Mô tả công việc</b> <p><b>Project Leadership &amp; Delivery (Primary Focus):</b></p> <ul style="list-style-type: none"> <li>Act as the developer's main representative for project execution from design through construction and handover.</li> <li>Lead and manage project scope, budget, schedule, and risk in accordance with approved business plans.</li> <li>Coordinate internal stakeholders (development, design, cost, procurement, leasing, FM, asset management) and external consultants and contractors.</li> <li>Establish project governance, reporting structures, and decision-making processes.</li> <li>Monitor project progress, identify issues early, and implement corrective actions to protect time, cost, and quality.</li> </ul> <p><b>Consultant &amp; Contractor Management:</b></p> <ul style="list-style-type: none"> <li>Appoint, manage, and coordinate project consultants, PMCs, and contractors.</li> <li>Chair project meetings and ensure clear communication across all parties.</li> <li>Review consultant and contractor deliverables to ensure alignment with developer requirements.</li> <li>Manage changes, variations, and claims in coordination with commercial teams.</li> </ul> <p><b>Cost, Program &amp; Risk Management:</b></p> <ul style="list-style-type: none"> <li>Work closely with cost consultants to control project budgets and cash flow.</li> <li>Ensure project programs are realistic, coordinated, and aligned with development milestones.</li> <li>Identify project risks (design, construction, commercial, authority approvals) and drive mitigation strategies.</li> <li>Support value engineering while protecting quality and long-term asset value.</li> </ul> <p><b>Design &amp; Structural Oversight (Secondary Focus):</b></p> <ul style="list-style-type: none"> <li>Provide high-level oversight of structural design to ensure compliance with codes, safety standards, and constructability requirements.</li> <li>Coordinate with structural consultants to ensure designs support architectural intent, buildability, and efficient construction sequencing.</li> <li>Review key structural proposals, major design changes, and alternative systems from a project delivery and commercial perspective.</li> </ul> <p><b>Construction Phase Management:</b></p> <ul style="list-style-type: none"> <li>Oversee site activities to ensure works comply with approved design, quality standards, and safety requirements.</li> <li>Review progress, quality, and HSE performance during construction.</li> <li>Resolve project-level issues that may impact schedule, cost, or quality.</li> </ul> <p><b>Handover, Operations &amp; Asset Readiness:</b></p> <ul style="list-style-type: none"> <li>Lead project handover and close-out activities.</li> <li>Coordinate with FM and asset management teams to ensure the project is operationally ready.</li> <li>Ensure timely completion of testing, commissioning, certifications, and documentation.</li> <li>Capture lessons learned to improve delivery of future developments.</li> </ul>	

<b>Essential Qualifications/ Trình độ chuyên môn</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in engineering, Architecture, Construction Management, or related discipline.</li> <li>• Typically <b>15 years</b> of experience in project management on large-scale developments, preferably on the <b>developer / client side</b>.</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>• Bachelor's degree in engineering, Architecture, Construction Management, or related discipline.</li> <li>• Typically 15 years of experience in project management on large-scale developments, preferably on the developer / client side.</li> </ul> </li> <li>➤ <b>Skills:</b> <ul style="list-style-type: none"> <li>• Strong leadership and stakeholder management skills</li> <li>• Excellent planning, coordination, and decision-making abilities</li> <li>• Commercial awareness with an investor mindset</li> <li>• Ability to manage complexity and multiple workstreams</li> <li>• Proficiency in English (written and spoken)</li> <li>• Clear communicator with strong problem-solving skills and ability to work under pressure.</li> </ul> </li> </ul>	
<b>Approval/ Phê duyệt</b>		<b>Accepted by/Chấp nhận</b>	
		<p>-----</p> <p>Date/Ngày:</p>	

<b>BENEFIT/ Lương, thưởng, đãi ngộ:</b> <ul style="list-style-type: none"> <li>• <b>Salary:</b> Negotiated directly during the interview.</li> </ul>	<b>WORK PLACE/ Địa điểm làm việc:</b> <ul style="list-style-type: none"> <li>• Ho Chi Minh City Viet Nam</li> <li>• Vietnamese national, able to travel on short notice</li> </ul>
<b>Level</b> <ul style="list-style-type: none"> <li>• Level: Manager</li> </ul>	<b>Industry/ Ngành nghề:</b> <ul style="list-style-type: none"> <li>• Real Estate</li> </ul>
<b>Team size</b> <ul style="list-style-type: none"> <li>• </li> </ul>	<b>Language/ Ngôn ngữ:</b> <ul style="list-style-type: none"> <li>• Fluency in written and spoken English</li> </ul>
<b>Ghi chú cho người giới thiệu</b>	