



WE'RE HIRING

Senior Urban Designer

NIKKEN SEKKEI VIETNAM COMPANY LIMITED (NSVN) is recruiting a full-time, Senior Urban Designer with a solid urban design, architectural design or landscape architectural design background and experience.

NSVN's parent, Tokyo-based Nikken Sekkei Ltd, is one of the world's largest architectural design firms, and a perennial winner of prestigious global awards for design and engineering prowess.

Successful Candidates for Senior Urban Designer can expect to work in an exciting and challenging international environment with some of the industry's best and brightest minds while pursuing a young market full of opportunities for growth, creativity, and innovation. Our urban planning / urban design projects include conceptual master plans of up to 1,000 hectares, TOD planning, mixed use development master plan, and landscape design for both public and private sectors.

All Candidates are asked to carefully read the following instructions and job descriptions. Please submit all materials, with English translations, to NSVN at the following address:

nikken_vn@nikken.jp

1. Application paper (one page)
 - 1) Name
 - 2) Role that the applicant is applying (senior urban designer / senior landscape architect only)
 - 3) Current salary
 - 4) Requested salary
 2. CV (curriculum vitae); (one page)
 3. Cover letter (one page)
 - 1) Description of career goals/aspirations
 - 2) Reasons for applying to NSVN
 - 3) How do you think you can contribute to NSVN?
 4. Copies of language tests from certified schools/institutions verifying English proficiency level. (one or two pages) (highly recommended to be attached)
 5. Portfolio summary (up to 10 projects);
- * The Format: PDF. For the above 1.thru 4., the size shall be A4 size.
* Total file size should not exceed 25MB.

1 Job Description

- 1.1 Open positions: Senior Urban Designer (with more than 10 years of experience), who might also be working on architectural design projects from time to time.
- 1.2 Hiring condition: Full-time employee.
- 1.3 Language skills: English-Vietnamese (bilingual, business level) .
- 1.4 Positions to fill: Ho Chi Minh City (HCMC).
- 1.5 Office locations: NSVN offices in HCMC. (Rm # 1004-A, 10F, Zen Plaza, 54-56 Nguyen Trai Street, Ben Thanh Ward, District 1, Ho Chi Minh City) ([MAP](#))
- 1.6 Monthly Salary guide:
 - * Senior Architect: 33,000,000 – 45,000,000 VND per month
- 1.7 Salaries are commensurate with the Candidate's abilities and experience.
Allowances/Benefits:
 - * Monthly salary.
 - * Annual bonus (For reference, Nikken Sekkei or NSVN has paid up to 4.5 months' salary of bonus in the past three years)
 - * Yearly salary review.
 - * Monthly telephone allowance (290,000 VND).
 - * Taxi cards for business use.
 - * Annual company trip for training and team-bonding.
 - * Holidays: Saturdays, Sundays, national holidays as per Vietnam labor law, and company holidays at year-end and in August, according to Vietnamese business conditions.
 - * Allowance/Benefits details will be provided at the Candidate interview.
 - * Probation period: Two months. Remuneration shall be 85% of regular salary during this period.
- 1.8 Training opportunities
 - * Study tour in Japan.
 - * Online lectures by Nikken Sekkei Ltd's Tokyo headquarters.
- 1.9 Working Hours: 8:00am – 5:00pm, Monday to Friday.

2 Basic Responsibilities

- 2.1 The successful Candidate will be expected to work as a Senior Urban Designer / Senior Landscape Architect or as a Senior Architect in support of NSVN, Nikken Sekkei Ltd and Nikken Sekkei Group (NSG) companies.
- 2.2 Attend and facilitate presentations, workshops, and project meetings.
- 2.3 Support business development efforts, including attending meetings with potential clients, listening to new project briefs, preparing proposals, observing/analyzing project sites and buildings, etc.
- 2.4 Support project design management.
- 2.5 Liaise with owners, other consultants and authorities to meet project objectives.
- 2.6 Direct and/or cooperate with project team members to develop design ideas and solutions for assigned projects.
- 2.7 Coordinate efforts with related local authorities and Nikken Sekkei Group member departments.

3 Application Requirements

- 3.1 Age range: 26 - 40 years of age.
- 3.2 Minimum education: bachelor's degree (or equivalent), or higher (master's degree or doctorate degree).
- 3.3 Job experience in architectural design:
 - * Urban designer/ Architect/ Landscape Architect: at least 10 years, including at least five years of corporate work experience. International corporate work experience is a plus.
 - * Internship experience cannot be included as work experience.
- 3.4 English language proficiency:
- 3.5 Business-level English skill or equivalent (certification required). English is required for communicating with foreign managers, making presentations, and for technical composition of official documents.
- 3.6 Required software knowledge: AutoCAD or Rhino, Photoshop, Illustrator, InDesign, and Microsoft Office suite applications.
- 3.7 Knowledge of Lumion, Enscape, and Revit is a plus.
- 3.8 License(s): a license in Vietnam is preferred.
- 3.9 Personality/Demeanor:
 - * Good communication skills.
 - * Self-motivating character.
 - * Well-mannered (polite, friendly, honest, accurate and punctual).
- 3.10 Disqualifying conditions:
 - * Tattoos.

- * Criminal convictions.
- * Designation as a suspect in a criminal investigation.
- * Organized crime or anti-social force membership and/or affiliation.

4 Interview Process

- 4.1 Candidate selection: applicants will be selected as interview candidates for initial NSVN screening.
- 4.2 Interview method: face-to-face conference.
- 4.3 Interview location: NSVN Ho Chi Minh City Office.
- 4.4 Interview language(s): English only, or English and Japanese, if the Candidate can speak Japanese.
- 4.5 NSVN welcomes suitable applicants who aspire for long-term employment with the company.

5 Employment Starting Date

NSVN will confirm the Candidate's earliest starting date of work during the interview process. However, the actual starting date will be determined by NSVN, it being later than the above earliest starting date.