

JOB DESCRIPTION GGSC ASSISTANT INTERN

Organization Description:	<p>The European Chamber of Commerce in Vietnam (EuroCham) is the principle voice of the European business community in Vietnam. EuroCham was established in 1998 and is a members-based, independent, not for profit organization of European companies who are investing in Vietnam, for the benefit of all. With more than 1000 members and 17 Sector Committees, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam and among the 5 largest European Chambers of Commerce worldwide.</p> <p>Established in May 2014, Green Growth Sector Committee (GGSC) aims to work with stakeholders to fulfil its mission: to facilitate the mainstreaming, abolishment of barriers and development of the conditions that are essential for Sustainable and Green Business to prosper in Vietnam. To fulfil this mission, GGSC works together with the Government of Vietnam and its agencies as well as with Vietnamese and European companies and other stakeholders.</p>
MAIN DUTIES	
Job Title:	GGSC Assistant Intern
Reporting to:	Green Growth Sector Committee Chairman
Direct supervising:	EuroCham Coordinator in charge of Green Growth Sector Committee
Job Summary:	<p>The position will assist both offices in HCMC and Hanoi. Key responsibilities include supporting GGSC Coordinator to share updated information among GGSC members, organizing events, and coordinating internally with EuroCham Coordinator and GGSC members as well as externally with suppliers and potential stakeholders related to GGSC activities. The position also involves a high level of autonomy and proactivity, and the capacity to balance the requests from different teams within GGSC. Collection and presentation of relevant Green Business information, such as but not limited to new laws, regulations, decrees, proposals; trends (investments, exports, imports, technologies).</p>
Location	Ho Chi Minh City - Vietnam
Type of Contract	6 months fixed term contract with the possibility of extension
Key Working Relationships:	<ul style="list-style-type: none"> • Internal: EuroCham Coordinator, GGSC Board members • External: GGSC members, potential new members, partner organisations, event partners or sponsors, communication or event suppliers
Main Duties and Key Performance Indicators:	<ul style="list-style-type: none"> • Support the GGSC Board to increase information sharing among their members mainly through a regular e-bulletin and email communication • Develop a GGSC online platform, in relationship with EuroCham GreenBook to introduce GGSC and its activities, and policy advocacy externally • Support various GGSC event organisations (logistics and coordination with speakers, participants and partners) • Part of the team and join various GGSC meetings, supporting on the minutes and follow-up actions.

JOB REQUIREMENTS	
Education and Training Background:	Bachelor degree with top grades
Work Experience:	Not required but an asset
Management Experience:	Not required
Core Competencies:	<ul style="list-style-type: none"> Organisational, communication, social and presentation skills Self-motivated and able to deliver on short notice Flexible and proactive/can-do attitude (able to work past normal workhours to deliver on time), understanding the big issue beyond the specific brief Excellent time and workload management skills Good and constructive problem-solving approach Patient and calm in pressured situations High degree of accuracy and attention to detail
Languages:	Native Vietnamese, fluent written and spoken English
Software and Package Skills:	<ul style="list-style-type: none"> Proficiency in MS Office: Word, Excel, Outlook, PowerPoint... Good at online researching and resourceful in finding relevant information
What We Offer:	<ul style="list-style-type: none"> Help the cause of Sustainable and Green Vietnam Learn about advocating with the Government Strong network development in business community in Vietnam with relevant stakeholders Be part of GGSC in the “Team Europe” in Vietnam i.e. interact with various European organisations and people Working in a cross-cultural and multi-disciplinary environment Monthly allowance
HOW TO APPLY	
<p>If you are interested in this job opportunity, please send your CV with a cover letter in English and your references (if any) to: GreenGrowthSC@eurochamvn.org, deadline for submitting application is Monday, 29 August 2022. For any information, kindly contact: (84-28) 3827 2715 Ext 113.</p> <p><i>Note: due to the high number of expected applications, only shortlisted candidates will be contacted. Employment offers are subject to successful clearance of pre-employment checks.</i></p>	