

JOB DESCRIPTION PHARMA GROUP COMMUNICATIONS MANAGER	
Organization Description	<p>Pharma Group (PG) represents the voice of the international research-based pharmaceutical industry in Vietnam. Pharma Group currently has 22 members who all share the vision of ensuring fast and sustainable access to high quality, safe and innovative medicines for Vietnamese patients in collaboration with the Government of Vietnam. Member companies represent industry from the EU, UK, Swiss, US and Japan.</p> <p>Pharma Group operates as a Sector Committee of the European Chamber of Commerce in Vietnam (EuroCham). EuroCham is one the principal voices of the European business community in Vietnam, representing over 1,000 businesses. EuroCham’s mission is to represent the business interests of its members in Vietnam and to improve the business environment in the country for the benefit of all.</p>
MAIN DUTIES	
Job Title	Pharma Group Communications Manager
Reporting to	PG Director
Directly supervise	N/A
Job Summary	<p>The Communications Manager is in charge of managing and implementing the communications, messaging and branding activities designed to increase Pharma Group’s presence, credibility and engagement with key stakeholder audiences, both internal and external, in the support of the Pharma Group mission and goals.</p> <p>This includes monitoring and analysing changes in the healthcare environment, producing high-quality and visually-appealing content, developing position papers and implementing the communications plan together with industry experts.</p> <p>This role is dynamic, fast-paced, highly collaborative, and covers a broad range of strategic topics that are critical to the innovative pharmaceutical industry.</p>
Location	Ho Chi Minh City – Vietnam
Type of Contract	1-year fixed term contract upon successful completion of a 2-month probation period
Key Working Relationships	<ul style="list-style-type: none"> ▪ Internal: Pharma Group Board and General Assembly, Working Group members, EuroCham ▪ External: Media, Vietnam authorities, Embassies, regional and global associations
Main Duties	<ul style="list-style-type: none"> ▪ Manage the execution of a comprehensive and strategic communications plan (‘proactive, planned and positive’), with the support of team members and PG media agency ▪ Monitor the health care media environment for opportunities to highlight Value of Innovation and PG activities ▪ Develop talking points, commentaries and related materials to

	<p>support PG external communications</p> <ul style="list-style-type: none"> ▪ Manage PG website and internal Members' Resource section ▪ Draft and direct content development of all communication vehicles and ensure alignment with overall communication strategy (e.g., press releases, website content, e-newsletters, video, etc.) ▪ Develop PG position papers, infographics based on technical inputs from PG Working Groups ▪ Support in communications with PG members via periodic updates, meeting presentations
JOB REQUIREMENTS	
Experience	<ul style="list-style-type: none"> ▪ Minimum 3 years of relevant and hands-on experience in communications, with a focus on content development for policy/advocacy work ▪ Experience in industry advocacy organizations/associations/platforms ▪ Experience in project management
Core Competencies	<ul style="list-style-type: none"> ▪ Ability to communicate highly complex and dynamic information in new and creative ways ▪ Ability to process and visualize information and data to create clear, convincing and audience- appropriate materials for internal and external communications ▪ Excellent written (including proofreading and editing) and oral communication skills ▪ Ability to multi-task while producing high-quality work in a fast-paced environment ▪ Proven ability to work in a collaborative environment with internal and external stakeholders ▪ A team player with a strong sense of ownership in a multi-functional team ▪ Proficiency in MS Office and business intelligence tools (e.g., Power BI, Tableau)
What We Offer	<ul style="list-style-type: none"> ▪ A collaborative and dynamic work environment ▪ Rewarding and meaningful work ▪ Strong network development in business community, in particular with high level stakeholders in the healthcare sector ▪ Competitive compensation package
HOW TO APPLY	
<p>If you are interested in this job opportunity, please send your CV with a cover letter and your references (if any) to careers@eurochamvn.org by end of 31 July, 2022.</p> <p><i>NB: 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>	