

JOB DESCRIPTION
PHARMA GROUP POLICY OFFICER

<p>Organization Description</p>	<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 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 principle 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	
<p>Job Title</p>	<p>Pharma Group Policy Officer</p>
<p>Reporting to</p>	<p>PG Policy Manager</p>
<p>Directly supervise</p>	<p>N/A</p>
<p>Job Summary</p>	<p>The Policy Officer is responsible for managing PG Working Groups’ activities and projects, to achieve the objectives set out by the PG Board. This includes monitoring and analysing policy changes, developing position papers and implementing advocacy actions together with industry experts.</p>
<p>Location</p>	<p>Ho Chi Minh City – Vietnam</p>
<p>Type of Contract</p>	<p>1-year fixed term contract upon successful completion of a 2-month probation period</p>
<p>Key Working Relationships</p>	<ul style="list-style-type: none"> ▪ Internal: Pharma Group Board, General Assembly, and Working Group members; EuroCham Secretariat ▪ External: Vietnam authorities, Embassies, regional and global associations
<p>Main Duties</p>	<ul style="list-style-type: none"> ▪ Monitor policy changes, analyze and collaborate with industry experts to build common industry policy positions and advocacy actions to advance the innovative pharmaceutical industry’s mission. ▪ Support in coordinating the activities of PG Working Groups (including meetings, events, communications) for reporting to the PG Director and WG Sponsors. ▪ Support in managing PG policy-related projects and 3rd party consultants to ensure high quality deliverables. ▪ Support in engagements with Government, local and regional associations.
JOB REQUIREMENTS	

Experience	<ul style="list-style-type: none"> ▪ Minimum 2 years of relevant experience in policy/advocacy work, preferably in the pharmaceutical industry, public health ▪ Experience in industry advocacy organizations/associations/platforms, preferably related to the pharmaceutical industry ▪ Experience in project coordination & management
Core Competencies	<ul style="list-style-type: none"> ▪ Ability to take complex and technical information and create clear, convincing and audience- appropriate materials for internal and external communications ▪ Ability to multi-task while producing high-quality, accurate work in a fast-paced environment ▪ Stakeholder engagement and management – Internal & External ▪ Excellent written and visual presentation skills
Language	Good command of English and Vietnamese
What We Offer:	<ul style="list-style-type: none"> ▪ Strong network development in business community, in particular with high level stakeholders in the healthcare sector ▪ Meaningful work oriented towards an industry-level impact ▪ Competitive compensation package ▪ Opportunity to work in a collaborative, diverse and multicultural work environment
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 17:00, 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>	