

JOB DESCRIPTION ADVOCACY MANAGER	
Organization Description:	The European Chamber of Commerce in Vietnam (EuroCham) is the 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 1,300 members, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam. EuroCham represents a plethora of sectors and sizes ranging from SMEs to MNCs with a very strong business network in both Vietnam and Europe. Acting as an intermediary between our members - the business community - and local, national, regional, and European authorities, EuroCham advocates on its members' behalf, to generate improvements in the business environment, raise awareness on key issues and disseminate information on issues relating to doing business in Vietnam.
MAIN DUTIES	
Job Title:	Advocacy Manager
Reporting to:	Executive Director
Supervising, Coordinating:	Reporting lines from Sector Committee Coordinators / Assistants / Interns. Coordination with External Relations Manager based in Hanoi.
Job Summary:	The Advocacy Manager is responsible for managing Sector Committees within EuroCham, asserting EuroCham's advocacy strategy, providing advocacy services for EuroCham members, overseeing projects, leading the edition and the launch of the Whitebook, guiding and training Sector Committee support staff.
Location	Ho Chi Minh City – Vietnam, with regular travels to Hanoi – Vietnam
Type of Contract	24 months fixed term contract upon successful completion of a 2 month probation period
Key Working Relationships:	<ul style="list-style-type: none"> ▪ Internal: EuroCham Board of Directors, EuroCham staff, Sector Committees chairs and members within EuroCham ▪ External: EuroCham members, Vietnamese central and local authorities, the European Delegation to Vietnam, the media
Main Duties and Key Performance Indicators:	<ul style="list-style-type: none"> ▪ Oversee and manage Sector Committees within advocacy budget ▪ Assist in governance tasks ▪ Provide short & long term advocacy strategies, set objectives for sector committee related services ▪ Develop advocacy services for EuroCham members

	<ul style="list-style-type: none"> ▪ Responsible for EuroCham’s advocacy strategy and implementation; including liaising with Sector Committees (<i>EuroCham’s sectorial working groups</i>) ▪ Responsible for editing the Whitebook and organising / coordinating its launch and briefing ▪ Coordinate EuroCham’s administrative services for Sector Committees and monitor the payment of Sector Committees fees ▪ Support the Board of Directors’ activities in the fields of advocacy ▪ Organise and coordinate advocacy related events, cooperate with event teams, both in Hanoi and Ho Chi Minh City ▪ Recruit, train, retain, manage, motivate and supervise the Sector Committee Coordinators / Assistants / Interns ▪ Oversee the implementation of projects ▪ Coordinate EuroCham’s activities regarding the EU-Vietnam Free Trade Agreement, the EU-Vietnam Business Council, the EU-ASEAN Business Council and other related accords and institutions ▪ Cooperate with the EU Delegation
JOB REQUIREMENTS	
Education and Training Background:	<ul style="list-style-type: none"> ▪ Higher university degree in Law, Economy, Political Science or other relevant subjects. Knowledge of International and European Trade Law is an asset. ▪ Advocacy / CSR / Law experience in Vietnam and EU preferred.
Work Experience:	<ul style="list-style-type: none"> ▪ Minimum 6 years of relevant work experience ▪ Demonstrable project management experience
Management Experience:	A track record of successfully leading and coordinating cross-cultural and multi-disciplinary teams.
Core Competencies:	<ul style="list-style-type: none"> ▪ Excellent time and workload management skills ▪ Ability to work independently and as part of a team ▪ Ability to meet tight deadlines and work under pressure ▪ Good negotiation skills ▪ Good problem solving skills ▪ Excellent communication skills (written and verbal) ▪ Patient and calm in situations of pressure ▪ Constructive problem solving approach ▪ Flexibility
Languages:	Fluent written and spoken Vietnamese and English.



What We Offer:	<ul style="list-style-type: none">▪ Strong network development in business community in Vietnam with relevant stakeholders across many sectors.▪ Great insight into trade and investment topics in Vietnam.▪ Competitive compensation package.▪ Cross-cultural and multi-disciplinary professional working environment
<p style="text-align: center;"><u>HOW TO APPLY</u></p> <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. All applications must be received by 31 May 2023 at 17:00 Hanoi time. <i>NB: Due to the high number of expected applications, only short listed candidates will be contacted.</i></p>	