



JOB DESCRIPTION GGSC ASSISTANT INTERN

<p>Organization Description:</p>	<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 1,300 members and 19 Sector Committees, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam and among the 5 largest European Chambers of Commerce worldwide. 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>
<p>MAIN DUTIES</p>	
<p>Job Title:</p>	<p>GGSC Intern</p>
<p>Reporting to:</p>	<p>Green Growth Sector Committee Chairman</p>
<p>Direct supervising:</p>	<p>Green Growth Sector Committee Vice Chairman in charge of Communication</p>
<p>Job Summary:</p>	<p>The position will assist HCMC office. Key responsibilities include supporting to share updated information among GGSC members, reaching wider stakeholders outreach thru various communication channels, 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, proactivity, and the capacity to balance the requests from different teams within GGSC. Collection and presentation of relevant Green Business information, including new laws, regulations, decrees, proposals; trends (investments, exports, imports, technologies). Content coordination from Working Heads/GGSC Members and format development on the different communication platform.</p>
<p>Location</p>	<p>Ho Chi Minh City - Vietnam</p>
<p>Type of Contract</p>	<p>6 months fixed term contract with the possibility of extension</p>
<p>Key Working Relationships:</p>	<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
<p>Main Duties and Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Design communication material: newsletter, social media posts • Support the GGSC Vice Chairman in Communication in implementing the marketing and communication plan; • In charge of GGSC communication channels with VC in Communication; • Monitor, update and manage GGSC’s marketing and communication materials • Ensure that GGSC is presented in a professional manner, ensure a strong and consistent branding for GGSC.



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 • Design application knowledge is a plus (Photoshop, Canvas...)
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 • Opportunities to connect with leaders in the different industries • Working in a cross-cultural and multi-disciplinary environment • Monthly allowance

HOW TO APPLY

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 the application is **Friday, 5 May 2023**. For further information, kindly contact: (84-28) 3827 2715 Ext 113 or via email GreenGrowthSC@eurochamvn.org.
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.