



**JOB DESCRIPTION**  
**JUNIOR EXTERNAL RELATIONS OFFICER**

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| <b>Organization Description:</b>                   | <p>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.</p> |
| <b>MAIN DUTIES</b>                                 |   |
| <b>Job Title:</b>                                  | Junior External Relations Officer   |
| <b>Reporting to:</b>                               | Head of Hanoi office <i>cum</i> External Relations Manager  |
| <b>Direct supervising:</b>                         | No  |
| <b>Job Summary:</b>                                | <ol style="list-style-type: none"> <li>1. External relations tasks</li> <li>2. Advocacy tasks</li> <li>3. Media tasks</li> <li>4. Other related tasked as assigned</li> </ol>   |
| <b>Location</b>                                    | Hanoi – Vietnam   |
| <b>Key Working Relationships:</b>                  | <ul style="list-style-type: none"> <li>▪ Internal: EuroCham Executive Committee, EuroCham Director, Advocacy Department and other Departments, Sector Committees within EuroCham</li> <li>▪ External: EuroCham members, Vietnamese Central and local authorities, the European Delegation to Vietnam, the media</li> </ul>  |
| <b>Main Duties and Key Performance Indicators:</b> | <ol style="list-style-type: none"> <li>1. <b>External relations tasks</b> <ul style="list-style-type: none"> <li>• Assist the Head of Hanoi Office <i>cum</i> External Relations Manager to maintain and strengthen existing external relationships.</li> <li>• Attend external meetings upon delegation and authorization.</li> <li>• Support the ERM to develop the external stakeholders network to serve the development and operation strategies for EuroCham</li> </ul> </li> <li>2. <b>Advocacy tasks</b> <ul style="list-style-type: none"> <li>▪ <b>External meetings (with Government or other stakeholders):</b> <ul style="list-style-type: none"> <li>○ Draft meeting request letter</li> <li>○ Arrange interpreter if needed</li> <li>○ Draft minutes &amp; draft thank you note</li> </ul> </li> </ul> </li> </ol>   |

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|  | <ul style="list-style-type: none"> <li>▪ <b>Translation:</b> <ul style="list-style-type: none"> <li>○ General letters (introductory letter, meeting request, cover letter for comments on legislation)</li> <li>○ May support to translate</li> </ul> </li> </ul> <p>3. <b>Media tasks</b></p> <ul style="list-style-type: none"> <li>• Coordinating with Senior Event &amp; Media Officer in Hanoi to work with the Media in matters relating to Advocacy projects.</li> <li>• Draft articles and Interview responses in English &amp; Vietnamese, ensuring appropriate translations</li> </ul> <p>4. <b>Other related ad-hoc tasks assigned.</b></p> |
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### JOB REQUIREMENTS

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| <b>Education and Training Background:</b> | BA Degree in Business or related fields.  |
| <b>Work Experience:</b>                   | 1- 3 years of relevant work experience  |
| <b>Management Experience:</b>             | No.   |
| <b>Core Competencies:</b>                 | <ul style="list-style-type: none"> <li>▪ Excellent time and workload management skills</li> <li>▪ Must be self-motivated</li> <li>▪ Ability to work independently</li> <li>▪ Ability to meet tight deadlines and work under pressure</li> <li>▪ Excellent communication skills (written and verbal)</li> <li>▪ Patient and calm in pressured situations</li> <li>▪ Good problem solving skills</li> <li>▪ Constructive problem solving approach</li> <li>▪ Flexibility is required</li> </ul> |
| <b>Languages:</b>                         | Fluent written and spoken English and Vietnamese  |
| <b>Software and Package Skills:</b>       | <ul style="list-style-type: none"> <li>▪ Strong commitment and faithfulness to EuroCham and prioritizing the Chamber's interests.</li> <li>▪ Good computer skills with Microsoft Office Tool, including Word, Excel and PowerPoint are required.</li> <li>▪ High degree of accuracy and attention to detail</li> </ul>  |

### HOW TO APPLY

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](mailto:careers@eurochamvn.org). All applications must be received by **31 May 2023** at 17:00 Hanoi time.  
*NB: Due to the high number of expected applications, only short listed candidates will be contacted.*