



JOB DESCRIPTION
SECTOR COMMITTEE COORDINATOR

Organization Description:	<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. 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>
MAIN DUTIES	
Job Title:	Sector Committee Coordinator
Reporting to:	Advocacy Manager & Executive Director
Direct supervising:	Advocacy Manager
Job Summary:	<p>Sector Committee (SC) Coordinator position will assist Advocacy team mainly bases in HCMC office.. Key responsibilities include monitoring the industrial and trade developments in Vietnam in close cooperation with the Government and the EU Delegation to Vietnam and other key EuroCham partners; responding to inquiries on Vietnamese laws, regulations and policies, and supporting the activities of existing and new Sector Committees. The position also involves a high need for the coordination and organisation of SC meetings as well as the support in preparing and sending the Sector Committees' Government letters & position papers, following up with the relevant Government authorities and agencies on the respective Sector Committees' issues and results, supporting the preparation of the annual position papers and for the printing of the EuroCham Whitebook, organisation of Whitebook Launch, Briefing and presentations and other advocacy-related events and activities; and other internal administrative tasks.</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: EuroCham Executive Committee, EuroCham Executive Director, Advocacy Manager, Sector Committees within EuroCham ▪ External: EuroCham members, Vietnamese Central and local authorities, Ministries and agencies the European Delegation to Vietnam, the media
Main Duties and Key Performance Indicators:	<ul style="list-style-type: none"> ▪ Responsible for the coordination and activities of 3 EuroCham’s Sector Committees (SCs), including, but not limited to, setting up meetings, following-up meetings and ongoing activities/projects, supporting and organising advocacy meetings, and events, maintaining internal and external information flows and contact with key stakeholders, consolidating comments on new legislations ▪ Engage and closely follow up ongoing trade negotiations to ensure Sector Committee advocacy objectives are reached via different channels ▪ Support the Advocacy Manager and the Executive Director to perform advocacy on behalf of EuroCham in coordination with the Sector Committees ▪ Support the preparation of the Sector Committees’ Government letters and follow up, supporting for preparation of position papers contributing to the EuroCham Trade Issues and Recommendations compiled in the Whitebook, released in March every year. ▪ Solidify and further strengthen the network and good reputation of EuroCham with Central, local, national authorities and international partners.
JOB REQUIREMENTS	
Education and Training Background:	Bachelor’s degree in Business Administration, Language, Legal background is a plus
Work Experience:	Minimum 1 year of relevant work 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) ▪ Good budgetary control ▪ Patient and calm in pressured situations ▪ Constructive problem solving approach ▪ Flexibility is required
Languages:	Fluent in written and spoken English



Software and Package Skills:	<ul style="list-style-type: none"> ▪ High degree of accuracy and attention to detail ▪ Organisational, communication, social and presentation skills ▪ Motivated and able to deliver on short notice ▪ Flexible and proactive/can-do attitude (able to work past normal workhorse to deliver on time)
	<ul style="list-style-type: none"> ▪ Strong commitment and faithfulness to EuroCham and prioritising the Chamber’s interests.
What We Offer:	<ul style="list-style-type: none"> ▪ Strong network development in the business community in Vietnam with relevant stakeholders across many sectors; ▪ Be part of “Team Europe” in Vietnam i.e. interact with various European organisations and great insight into the trade and investment issues in Vietnam; ▪ Working in a cross-cultural and multi-disciplinary environment
<p>HOW TO APPLY</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 30 June 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>	