



JOB DESCRIPTION
GEFE PROJECT OFFICER

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.
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MAIN DUTIES

Job Title:	GEFE Project Officer
Reporting to:	Head of MarCom & Special Events
Job Summary:	To support the GEF/ GEFE event team in organizational and administrative aspects
Location	Ho Chi Minh City – Vietnam
Type of Contract	Project Contract – Until 15 December 2024 with 2 months’ probation period
Working Relationships:	Internal: EuroCham staffs within EuroCham

Main Duties and Key Performance Indicators:	<p>Work directly with GEF / GEFE team and coordinate with general EuroCham team, to undertake the following tasks:</p> <ul style="list-style-type: none"> • Support GEF / GEFE Event Manager and Management Team • Administrative and organizational tasks required for the event • Logistical coordination of the exhibitors, both those coming from Europe and those already based in VN • Coordination with all the services providers involved in the project • Supporting the organization of EuroCham GEF/GEFE Conferences and Exhibition. • Assisting the Project Manager in implementation of day-to-day project management activities in close collaboration with chamber members and partner organizations. • Supporting the Project Manager in identification and solicitation of sponsors, exhibitors, and event participants. • Maintaining relationships with all relevant project stakeholders. • Other duties as delegated by the Management Team.
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JOB REQUIREMENTS	
Education Background:	A bachelors’ degree or higher in a relevant field.
Work Experience:	<ul style="list-style-type: none"> Good oral and written English language skills. A minimum of 01 years relevant working experience. Experience in large events’ organization is an asset.
Core Competencies:	<ul style="list-style-type: none"> Ability of planning and managing multiple activities; Skilled in the use of all common desktop applications; Must be accurate, meticulous, outgoing; Sales experience or event organization experience are an asset; Very good communication skills / social skills; Reliable and precise working style / High attention to detail; Able to handle many different tasks at the same time; Proactive mind-set; Client and service oriented; Open and outgoing personality; Motivated and able to deliver on short notice.
Languages:	Good command of both Vietnamese and English , both written and orally
Software and Package Skills:	<ul style="list-style-type: none"> Computer literacy, including Outlook, Word, Excel, Power Point (Publisher is a plus)
What We Offer:	<ul style="list-style-type: none"> Strong network development in business community in Vietnam with relevant stakeholders across many sectors. Competitive compensation package. A cross-cultural and multi-disciplinary professional working environment Be part of “Team Europe” in Vietnam i.e. interact with various European organisations and people
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 . All applications must be received by 15 July 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>	