



JOB DESCRIPTION
PHARMA GROUP POLICY OFFICER

Organization Description	<p>Pharma Group (PG) represents the voice of the international research-based pharmaceutical industry in Vietnam. Pharma Group has 21 members who all share the vision of ensuring fast and sustainable access to high quality, safe and innovative medicines for Vietnamese patients in collaboration with the Government of Vietnam. Member companies represent industry from the EU, UK, Switzerland, US and Japan.</p> <p>Pharma Group operates as a Sector Committee of the European Chamber of Commerce in Vietnam (EuroCham). EuroCham is one the principal voices of the European business community in Vietnam, representing over 1,300 businesses. EuroCham’s mission is to represent the business interests of its members in Vietnam and to improve the business environment in the country for the benefit of all.</p>
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MAIN DUTIES

Job Title	Pharma Group Policy Officer
Reporting to	PG Director
Job Summary	<p>The Policy Officer is responsible for managing PG Working Groups’ activities and projects, to achieve the objectives set out by the PG Board. This includes monitoring and analysing policy changes, developing position papers and implementing advocacy actions together with industry experts.</p> <p>This role is dynamic, fast-paced, highly collaborative, and covers a broad range of strategic topics that are critical to the innovative pharmaceutical industry.</p>
Location	Ho Chi Minh City – Vietnam
Type of Contract	1-year fixed term contract (renewable) upon successful completion of a 2-month probation period
Key Working Relationships	<ul style="list-style-type: none"> ▪ Internal: Pharma Group Board and General Assembly, EuroCham ▪ External: Vietnam authorities, Embassies, regional and global associations
Main Duties	<ul style="list-style-type: none"> ▪ Anticipate policy changes, analyze and collaborate with industry leaders to build common industry policy positions and advocacy actions to advance the innovative pharmaceutical industry’s mission. ▪ Lead the activities of PG Working Groups (including meetings, communications) and report progress to the PG Director and WG Sponsors. ▪ Project management: Lead PG policy-related projects and manage 3rd party consultants to ensure high quality deliverables. ▪ Support the PG Secretariat team members in engagements with Government, local and regional associations.



JOB REQUIREMENTS	
Experience	<ul style="list-style-type: none"> ▪ Minimum 3 years of relevant and hands-on experience in policy advocacy ▪ Experience in industry advocacy organizations/associations/platforms, preferably related to the pharmaceutical industry ▪ Experience in project management
Core Competencies	<ul style="list-style-type: none"> ▪ Ability to take complex and technical information and create clear, convincing and audience- appropriate materials for internal and external communications ▪ Excellent written and oral communication skills ▪ Ability to multi-task while producing high-quality work in a fast-paced environment ▪ Proven ability to work in a collaborative environment with internal and external stakeholders
Language	Good command of English and Vietnamese
What We Offer:	<ul style="list-style-type: none"> ▪ A collaborative and dynamic work environment ▪ Strong network development in business community, in particular with high level stakeholders in the healthcare sector ▪ Competitive compensation package
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 by 17:00, 31 July 2023</p> <p><i>NB: 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.</i></p>	