



**JOB DESCRIPTION**  
**SECTOR COMMITTEE INTERN**

<b>Organization Description:</b>	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.
<b>MAIN DUTIES</b>	
<b>Job Title:</b>	Sector Committee Intern
<b>Reporting to:</b>	Advocacy Manager & Sector Committee Coordinators
<b>Direct supervising:</b>	No
<b>Location</b>	Ho Chi Minh City – Vietnam
<b>Type of Contract</b>	6 months internship contract
<b>Key Working Relationships:</b>	<ul style="list-style-type: none"> <li>▪ Internal: EuroCham Executive Committee, EuroCham Executive Director, Advocacy Manager, Sector Committees, and Sector Committee Coordinators within EuroCham.</li> <li>▪ External: EuroCham members &amp; other stakeholders upon instructed.</li> </ul>
<b>Main Duties and Key Performance Indicators:</b>	<ul style="list-style-type: none"> <li>▪ Research support to Advocacy Manager &amp; Sector Committee Coordinators in EU-Vietnam trade, industry-based legislation and policy issues in Vietnam.</li> <li>▪ Support the Whitebook’s researching, checking of Vietnamese and English translation, and other tasks if necessary.</li> <li>▪ Secretariat support to Advocacy Manager &amp; Sector Committee Coordinators. With the following duties:               <ul style="list-style-type: none"> <li>○ Take minutes in Sector Committee internal meetings.</li> <li>○ Draft Sector Committees’ cover letter to stakeholders.</li> <li>○ Compile and proof-read Sector Committee’s comments.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Coordinate with vendors/suppliers to ensure Sector Committee’s activities’ efficiencies.</li> <li>○ Support Sector Committee Coordinators with necessary documents prior to and after Sector Committee activities.</li> <li>▪ Administrative support. <ul style="list-style-type: none"> <li>○ Support Sector Committee Coordinators with invoice issuing, label printing, letter handling and tracking on a daily basis.</li> <li>○ Support Sector Committee Coordinators with preparing and following up with stakeholders’ contracts.</li> </ul> </li> </ul>
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**JOB REQUIREMENTS**

<b>Education and Training Background:</b>	4th year or fresh graduated student at University of Law, Foreign Relations or Language.
<b>Work Experience:</b>	No.
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>▪ High degree of accuracy and attention to detail;</li> <li>▪ Motivated and able to deliver on short notice.</li> <li>▪ Flexible and proactive/can-do attitude</li> <li>▪ Strong commitment and faithfulness to EuroCham and prioritising the Chamber’s interests.</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>▪ Organisational, communication, social, and presentation skills;</li> <li>▪ Computer literacy, including Outlook, Word, Excel, Power Point.</li> </ul>
<b>What We Offer:</b>	<ul style="list-style-type: none"> <li>▪ Strong network development in a large diversity of industries in Vietnam with authorities, Embassies and the European FDI’s</li> <li>▪ Great insight into the trade and investment issues in Vietnam</li> <li>▪ Competitive compensation package</li> <li>▪ A cross-cultural and multi-disciplinary professional working environment.</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 17 Novemeber 2023 at 17:00 Hanoi time.

*NB: Due to the high number of expected applications, only short-listed candidates will be contacted.*