



<b>JOB DESCRIPTION</b>	
<b>PHARMA GROUP COMMUNICATIONS INTERN</b>	
<b>Organization Description</b>	<p>Pharma Group (PG) represents the voice of the international research-based pharmaceutical industry in Vietnam. Pharma Group currently has 22 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 EU, UK, Swiss, 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 1,000 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>
<b>MAIN DUTIES</b>	
<b>Job Title</b>	Pharma Group Communications Intern
<b>Reporting to &amp; Location</b>	Based in Ho Chi Minh City, reports to PG Communications Manager
<b>Directly supervise</b>	N/A
<b>Job Summary</b>	The Communications Intern is responsible for undertaking or supporting the implementation of communications activities at the organization and other administrative tasks.
<b>Internship period</b>	Full-time internship, 6 months (extendable after PG evaluation period and if agreeable for the intern).
<b>Key Working Relationships</b>	<ul style="list-style-type: none"> <li>▪ Internal: Pharma Group Secretariat, Board, General Assembly, and Working Group members.</li> <li>▪ External: Service providers, Vietnamese authorities, Embassies, regional and global associations.</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>▪ Copywrite/draft content on social media platforms (LinkedIn, Website, etc.) and support the management of these channels;</li> <li>▪ Support the Secretariat in preparing meeting minutes, reports, presentations, survey templates, and translating documents</li> <li>▪ Support the Communications Manager to maintain effective communication between the organization and external stakeholders</li> <li>▪ Support with other administrative tasks as required.</li> </ul>

JOB REQUIREMENTS	
<b>Competencies</b>	<ul style="list-style-type: none"> <li>▪ Undergraduate majoring in Marketing, Communications, Public relations, Law or other relevant degrees</li> <li>▪ Good command of English and Vietnamese</li> <li>▪ Excellent written and visual presentation skills</li> <li>▪ Having knowledge and/or experiences in managing social media channels</li> <li>▪ Ability to take on independent desk research</li> <li>▪ Proficiency in design, video editing software (Photoshop, Illustrator, Premier Pro, After Effect) and Data visualisation software (Power BI) is a plus</li> </ul>
<b>What We Offer:</b>	<ul style="list-style-type: none"> <li>▪ Allowance &amp; necessary work equipment (computer)</li> <li>▪ Opportunity to work in a collaborative, diverse and multicultural work environment</li> <li>▪ Network development in business community, in particular with high level stakeholders in the healthcare sector</li> </ul>
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 <a href="mailto:yen.nguyen@pharmagroupvn.org">yen.nguyen@pharmagroupvn.org</a> by <b>17:00, 30 November 2023</b></p> <p><i>NB: due to the high number of expected applications, only shortlisted candidates will be contacted.</i></p>	