



<b>JOB DESCRIPTION</b> <b>GEFE EXHIBITION PROJECT MANAGER</b> <b>“GEFE 24 – Green Economy Forum and Exhibition 2024”</b> <i>Application deadline: 15 March 2024 at 5.00 pm Vietnam time</i>	
<b>Organization Description:</b>	<p>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 almost 1,400 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.</p>
MAIN DUTIES	
<b>Job Title:</b>	<b>GEFE Exhibition Project Manager</b> with perspective to become Head of Marketing Communication and Exhibition
<b>Reporting to:</b>	Executive Director
<b>Direct supervising:</b>	Yes
<b>Job Summary:</b>	<p>The GEFE Project Manager will be responsible for the general organization and implementation of the signature event of EuroCham Vietnam, namely the “Green Economy Forum and Exhibition 2024”</p> <p>Following a successful exhibition execution the position is expected to become Head of Marketing Communication and Exhibition</p>
<b>Location</b>	Ho Chi Minh City
<b>Starting date</b>	Immediate
<b>Type of Contract</b>	Until 31 December 2024 including a 2-month probation period
<b>Key Working Relationships:</b>	<ul style="list-style-type: none"> <li>▪ Internal: Executive Director, EuroCham Board and Management</li> <li>▪ External: Members and Corporate Partners, European national Chambers of Commerce, Embassies and Consulates, large diversity of service providers, communication agencies, media</li> </ul>

<p><b>Main Duties and Key Performance Indicators:</b></p>	<ul style="list-style-type: none"> <li>▪ The GEFE Project Manager is in charge of the full P&amp;L of the event</li> <li>▪ He/she looks after and coordinates every aspect of the exhibition planning, organization, operations, administration, marketing and communication, in close collaboration with the Organising Committee,</li> <li>▪ He/she recruits, trains and motivates a dedicated team of 4 people,</li> <li>▪ He/she assigns roles and missions within his/her dedicated team, and distributes missions within EuroCham core team where necessary,</li> <li>▪ He/she seeks and secures enough sponsorships to guarantee the event breakeven,</li> <li>▪ He/she supervises the sales of booths/exhibition spaces/national pavilions to exhibitors, in close coordination with the National Chambers of Commerce, EuroCham members, as well as stakeholders based in Europe,</li> <li>▪ With the support of the Green Growth Sector Committee of EuroCham, he/she ensures an ambitious 3-days' program of conferences is designed, with high level national and international speakers and charismatic moderators,</li> <li>▪ He/she researches, selects, negotiates and signs service agreements with the necessary providers and event agencies, and ensures proper execution and deliverables such as, for example, but not limited to:             <ul style="list-style-type: none"> <li>✓ Plan exhibition hall layouts</li> <li>✓ Design anything from online registration forms to exhibitors badges, backdrops, banners, standees, advertisements, etc</li> <li>✓ Arrange insurance cover and ensuring legal, health and safety requirements are adhered to</li> <li>✓ Coordinate caterers, stand designers and equipment hire</li> <li>✓ Promote the event and organise the production of tickets, posters, catalogues and sales brochures</li> <li>✓ Supervise the construction of the exhibition as well as the dismantling and removal of stands,</li> <li>✓ Etc.</li> </ul> </li> <li>▪ The GEFE Project Manager has to represent, present and promote GEFE in occasions such as receptions, networking-events, conferences and press-conferences.</li> <li>▪ The GEFE Project Manager has to be a strong team player</li> </ul> <p>For the suitable and successful candidate, this role is meant to evolve in the future to the management position Head of Marketing Communication and Exhibition.</p>
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<b>JOB REQUIREMENTS</b>	
<b>Education and Training Background:</b>	<ul style="list-style-type: none"> <li>▪ The role is open for both Vietnamese and foreign citizens, based in Ho Chi Minh City,</li> <li>▪ The GEFE Project Manager will ideally hold a degree in Event Organisation and Administration, Hospitality, Communication, Marketing or other related field,</li> <li>▪ The GEFE Project Manager will have extensive experience in organizing large scale events such as exhibitions and/or conferences, fora, symposium, as well as demonstrated success with the coordination of a large number of stakeholders from diverse horizons,</li> <li>▪ A strong experience and proven record in organizing large scale events <b>in Vietnam</b> is a preferred (Exhibitions, conferences, symposiums, ....)</li> <li>▪ This individual must have the capacity to work in a fast-paced environment, be a self-starter and take initiative.</li> </ul>
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>▪ At least 5 years' prior experience working in a large scale events organization role, in a private or public structure,</li> <li>▪ Excellent organizational and project management skills and ability to meet deadlines,</li> <li>▪ Previous experience working with (and for) a members' based structure is a plus,</li> <li>▪ Proven success designing and implementing large scale events, with strong operations management,</li> <li>▪ Must be able to think analytically and strategically,</li> <li>▪ Capable of working as a team player as well as working autonomously,</li> <li>▪ Great multitasker and capable of simultaneously managing multiple projects with different deadlines,</li> <li>▪ Strong resistance to stress,</li> <li>▪ Experience in working in a multicultural team.</li> <li>▪ In order to take over the management role afterwards he/she is expected to have prior leadership experience in the area of Marketing &amp; Communication.</li> </ul>
<b>Management Experience:</b>	A track record of successfully leading and coordinating cross-cultural and multi-disciplinary teams.
<b>Languages:</b>	Fluent written and spoken English. Vietnamese is a plus Other European Languages would be an asset
<b>Software Skills:</b>	Good computer skills with Microsoft Office Tools, including Word, Excel and PowerPoint are required.
<b>What We Offer:</b>	<ul style="list-style-type: none"> <li>▪ Strong network development in several industries in Vietnam with authorities, Embassies and the EU</li> </ul>



	<ul style="list-style-type: none"><li>▪ Great insight into European Business Community in Vietnam</li><li>▪ Competitive compensation package, including diverse benefits,</li><li>▪ A cross-cultural and multi-disciplinary professional working environment.</li></ul>
<b>HOW TO APPLY</b>	
<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:careers@eurochamvn.org">careers@eurochamvn.org</a> by 15 March 2024.</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>	