



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. Green Economy Forum & Exhibition (GEFE) 2024, EuroCham's flagship event, brings together key stakeholders from businesses, government, and non-governmental organizations from Europe and Vietnam to engage in meaningful discussions and advocate for sustainable practices, policies, and initiatives.
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MAIN DUTIES

Job Title:	GEFE Project Officer
Reporting to:	GEFE Project Manager
Job Summary:	To support the GEFE event team in organizational and communication aspects
Location	Ho Chi Minh City – Vietnam
Type of Contract	Project Contract – Until 30 November 2024 with 1 months’ probation period
Working Relationships:	Internal: EuroCham staffs within EuroCham External: GEFE Target Audiences and relevant stakeholders
Main Duties and Key Performance Indicators:	<p>Work directly with the GEFE team and coordinate with the whole EuroCham team, to undertake the following tasks:</p> <ul style="list-style-type: none"> • Provide strategic support: Coordinate with the GEFE team to plan and execute key organizational tasks of the Green Economy Forum & Exhibition (GEFE). • Manage event logistics: Oversee the coordination of service providers, sponsors, speakers, exhibitors throughout the project lifecycle, ensuring a smooth and efficient experience. • Strategic Communication: Collaborate with EuroCham lead communication team member to implement the GEFE 2024 communication strategy, including key messaging, narratives, and visual identity. • Build strong relationships: Foster positive and productive working relationships with all project stakeholders.

	<ul style="list-style-type: none"> • Demonstrate flexibility: Be prepared to undertake additional responsibilities as assigned by the Management Team. • Support project management: Assist the Project Manager in daily project management activities in close collaboration with chamber members and partner organizations. • Design Software Proficiency: Design experience (Canva, Adobe Photoshop, Illustrator, InDesign) is a plus.
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 2 years relevant working experience. • Experience in large events' organization is an asset.
Core Competencies:	<ul style="list-style-type: none"> • Project management skills: Proven ability to execute, and monitor projects within scope, budget, and timeline. Sales experience or event organization experience is an asset. • Communication and interpersonal skills: Excellent written and verbal communication skills with the ability to build rapport and effectively collaborate with diverse stakeholders. Open and outgoing personality is a plus. • Strategic Communication: Proven ability to implement effective communication strategies aligned with organizational goals. • Organizational and time management skills: Strong organizational skills with the ability to prioritize tasks, manage multiple deadlines, and work effectively under pressure. • High attention to detail: Meticulous and detail-oriented with a commitment to accuracy and quality. • Proactive mindset and problem-solving skills: Ability to identify, analyze, and resolve problems proactively and creatively. • Client and service oriented: Committed to building strong relationships with stakeholders and ensuring their satisfaction throughout the project lifecycle. • Proven ability to work effectively as part of a team and contribute Teamwork and collaboration to achieving shared goals. • Motivation and initiative: Self-motivated and proactive with a strong motivation to learn and grow. • Design Software Proficiency: Design experience (Canva, Adobe Photoshop, Illustrator, InDesign) is a strong plus.
Languages:	Good command of both Vietnamese and English , both written and orally



Software and Package Skills:	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 organizations 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 7 June 2024 at 17:00 Hanoi time.</p> <p><i>NB: Due to the high number of expected applications, only short-listed candidates will be contacted.</i></p>	