



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. |
| MAIN DUTIES | |
| Job Title: | GEFE Project Officer |
| Reporting to: | GEFE Project Manager |
| Job Summary: | To support the GEFE event team in organizational and administrative 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: Sponsors, Exhibitors, Speakers and all the GEFE relevant stakeholders |
| Main Duties and Key Performance Indicators: | <p>Work directly with 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 the conferences and exhibition of the Green Economy Forum & Exhibition (GEFE) in terms of organizational and administrative tasks. • Manage event logistics: Oversee the coordination of exhibitors, both international and domestic, ensuring a smooth and efficient experience. • Liaise with stakeholders: Maintain effective communication with service providers, sponsors, speakers, and event participants throughout the project lifecycle. • Support project management: Assist the Project Manager in daily project management activities in close collaboration with chamber members and partner organizations. • Contribute to event success: Actively participate in identifying and soliciting sponsors, exhibitors, speakers and attendees to maximize event participation and impact. |

| | |
|-------------------------------------|--|
| | <ul style="list-style-type: none"> • Build strong relationships: Foster positive and productive working relationships with all project stakeholders. • Demonstrate flexibility: Be prepared to undertake additional responsibilities as assigned by the Management Team. |
| 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. • 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. |
| 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

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 **08 February 2024** at 17:00 Hanoi time.

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