



JOB DESCRIPTION INTERN
GREEN GROWTH SECTOR COMMITTEE &
SUSTAINABLE FINANCE SECTOR COMMITTEE

Organization Description:	<p>The European Chamber of Commerce in Vietnam (EuroCham) is the principal 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 around 1400 members and 20 Sector Committees, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam and among the 5 largest European Chambers of Commerce worldwide.</p> <p>Established in May 2014, Green Growth Sector Committee (GGSC) works together with the Government of Vietnam and its agencies as well as with Vietnamese and European companies to foster sustainable development in the economy, society, and the environment.</p> <p>The Sustainable Finance Sector Committee (SFSC) is the latest sector committee of EuroCham. SFSC is dedicated to guiding Vietnam towards net-zero emissions by advocating for private sector engagement in both green growth monitoring, focusing on enhancing green financial sector reform.</p>
MAIN DUTIES	
Job Title:	SFSC/GGSC Intern
Reporting to:	SFSC and GGSC Chairman
Direct supervising:	Green Growth Sector Committee Vice Chairman in charge of Communication and GGSC/SFSC Coordinator
Your responsibilities:	<ul style="list-style-type: none"> ● Support the GGSC Vice Chairman in Communication in implementing the marketing and communication plan; ● Support the SFSC Chairman in research activities required for the advocacy plan; ● Monitor, update legislation/policy mainly related to Sustainable Finance, Energy, Water, Cities, Circularity. ● Ensure that SFSC/GGSC is presented in a professional manner when dealing with sector committees stakeholders. ● Conduct business intelligence on Companies, Government, NGOs initiatives. ● Support event organization
Requirements	<ul style="list-style-type: none"> ● Strong English written and verbal communication skills. ● Proficient with the use of MS Excel, PowerPoint, and Word. ● Interest in Sustainable Development.
Things you will need to thrive	<ul style="list-style-type: none"> ● Value teamwork above all. ● Natural drive to learn and innovate. ● Detail-oriented and data-driven, strong in problem-solving skills.

Location	Hanoi- Vietnam
Benefits	<ul style="list-style-type: none"> ● Monthly salary. ● Training in various fields. ● Participation in industry events and workshops. ● Possible hiring at the end of the internship.
JOB REQUIREMENTS	
Education and Training Background:	Bachelor degree with top grades
Work Experience:	Not required but an asset
Management Experience:	Not required
Core Competencies:	<ul style="list-style-type: none"> ● Organisational, communication, social and presentation skills ● Self-motivated and able to deliver on short notice ● Flexible and proactive/can-do attitude (able to work past normal workhours to deliver on time), understanding the big issue beyond the specific brief ● Excellent time and workload management skills ● Good and constructive problem-solving approach ● Patient and calm in pressured situations ● High degree of accuracy and attention to detail
Languages:	Native Vietnamese, fluent written and spoken English
Software and Package Skills:	<ul style="list-style-type: none"> ● Proficiency in MS Office: Word, Excel, Outlook, PowerPoint... ● Good at online researching and resourceful in finding relevant information ● Design application knowledge is a plus (Photoshop, Canvas...)
What We Offer:	<ul style="list-style-type: none"> ● Help the cause of Sustainable and Green Vietnam ● Learn about advocating with the Government ● Strong network development in the business community in Vietnam with relevant stakeholders ● Be part of GGSC/SFSC in the “Team Europe” in Vietnam i.e. interact with various European organisations and people ● Opportunities to connect with leaders in the different industries ● Working in a cross-cultural and multi-disciplinary environment ● Monthly allowance
HOW TO APPLY	
<p>If you are interested in this job opportunity, please send your CV with a cover letter in English and your references (if any) to: sf@eurochamvn.org, deadline for submitting the application is Wednesday, 26 June 2024. For further information, kindly contact: (84-28) 3827 2715 Ext 113 or via email sf@eurochamvn.org.</p> <p><i>Note: 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>	