



JOB DESCRIPTION

SUSTAINABLE FINANCE SECTOR COMMITTEE INTERN

Organization description:	<p>The European Chamber of Commerce in Vietnam (EuroCham) is the principle 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 1,400 members and 19 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>The Sustainable Finance Sector Committee (SFSC), the newest sector committee under EuroCham Vietnam, is dedicated to advocating for the growth of the Sustainable Finance sector in Vietnam. SFSC brings together financial institutions, specialized service providers, industrial parks and corporations to exchange and promote market practices and regulations, moving towards a sustainable future for all. For further details, please access our Website and LinkedIn page for more information.</p>
JOB SUMMARY	
Job title:	SFSC Intern
Reporting to:	Sustainable Finance Sector Committee Chairman
Direct supervising:	EuroCham Sector Committee (in charge of SFSC)
Location:	Hanoi - Vietnam
Type of Contract:	3 months fixed term contract with the possibility of extension
Main Duties:	<ul style="list-style-type: none"> • Support the SFSC Chairman in research activities required for the advocacy plan; • Monitor and update legislation/policy mainly related to Sustainable Finance; • Support in implementing the marketing and communication plan; • Ensure that SFSC is presented in a professional manner when dealing with sector committees stakeholders; • Conduct business intelligence on Companies, Government, NGOs initiatives; • Support event organization.
What we offer:	<ul style="list-style-type: none"> • Monthly allowance; • Help the cause of Sustainable Finance in Vietnam; • Learn about advocating with the Government;

	<ul style="list-style-type: none"> • Strong network development in business community in Vietnam with leaders in finance and industries; • Working in a cross-cultural and multi-disciplinary environment; • Participation in industry events and workshops; • Possible hiring at the end of the internship.
JOB REQUIREMENTS	
Education and Training Background:	Fresh graduate (Final-year students or recent graduates will be given priority)
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, etc. • Good at online researching and resourceful in finding relevant information • Design application knowledge is a plus (Illustration, Canva, etc.)
HOW TO APPLY	
<p>If you are interested in this job opportunity, please send your Résumé with a Cover letter in English and your references (if any) to careers@eurochamvn.org, deadline for submitting the application is EOD Friday, 25 April 2025.</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>	