



## JOB DESCRIPTION - GGSC INTERN

<b>Organization Description:</b>	<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 more than 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>Established in May 2014, the Green Growth Sector Committee (GGSC) works with its members and their key stakeholders to fulfil its mission: to facilitate the mainstreaming, abolishment of barriers and development of the conditions that are essential for Sustainable and Green Businesses to prosper in Vietnam. To fulfil this mission, GGSC works together with the Government of Vietnam and its agencies as well as with Vietnamese and European companies, and other stakeholders.</p>
<b>MAIN DUTIES</b>	
<b>Job Title:</b>	GGSC Intern
<b>Reporting to:</b>	Green Growth Sector Committee Chairmen
<b>Direct supervising:</b>	EuroCham Sector Committee Coordinator (in charge of GGSC)
<b>Job Summary:</b>	<p>The position will assist primarily the GGSC EuroCham HCMC office. Key responsibilities include supporting to share updated information among GGSC members, reaching wider stakeholders outreach through various communication channels (with the management, design and deployment of EuroCham’s appropriate communication tools), organizing events, and coordinating internally with EuroCham Coordinator and GGSC members as well as externally with suppliers and potential stakeholders related to GGSC activities. The position also involves a high level of autonomy, proactivity, and the capacity to balance the requests from different teams within GGSC. Tasks will include the collection and presentation of relevant Green Business information, including new laws, regulations, decrees, proposals; trends (investments, exports, imports, technologies). Content coordination from Working Heads/GGSC Members and format development on the different communication platforms.</p> <p>The role will include some time where it is necessary to work from the EuroCham HCMC office, and other times you will be expected to work remote professionally or another appropriate location of your choice with a reliable internet connection.</p>

<b>Location:</b>	Ho Chi Minh City - Vietnam
<b>Type of Contract:</b>	6 months fixed term contract
<b>Key Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Internal: EuroCham Coordinator, GGSC Board members</li> <li>• External: GGSC members, potential new members, partner organisations, event partners or sponsors, communication or event suppliers</li> </ul>
<b>Main Duties and Key Performance Indicators:</b>	<ul style="list-style-type: none"> <li>• Design communication material: newsletter, social media posts</li> <li>• Regularly report to and align with the GGSC Coordinator</li> <li>• Support the GGSC Chairmen in implementing the marketing and communication plan;</li> <li>• In charge of GGSC communication channels (eg. LinkedIn, Facebook, and GGSC website);</li> <li>• Monitor, update and manage GGSC’s marketing and communication materials;</li> <li>• Ensure that GGSC is presented professionally, and ensure a strong and consistent branding for GGSC;</li> <li>• Support the GGSC Coordinator in managing GGSC internal organization</li> <li>• Support various GGSC events (logistics, communications, and coordination with speakers, participants and partners, etc.)</li> </ul>
<b>JOB REQUIREMENTS</b>	
<b>Education &amp; Training Background:</b>	Bachelor's degree with top grades
<b>Work Experience:</b>	Not required but an asset
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Organisational, communication, social and presentation skills</li> <li>• Self-motivated and able to deliver on short notice</li> <li>• Flexible and proactive/can-do attitude (able to work past normal workhours to deliver on time), understanding the big issue beyond the specific brief</li> <li>• Excellent time and workload management skills</li> <li>• Good and constructive problem-solving approach</li> <li>• Patient and calm in pressured situations</li> <li>• High degree of accuracy and attention to detail</li> <li>• Proactiveness</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• Native Vietnamese, fluent written and spoken English</li> </ul>
<b>Software and Package Skills:</b>	<ul style="list-style-type: none"> <li>• Proficiency in MS Office: Word, Excel, Outlook, PowerPoint, Teams ...</li> <li>• Good at online researching and resourceful in finding relevant information</li> <li>• Design application knowledge (Photoshop, Canva,...)</li> </ul>



<b>What We Offer:</b>	<ul style="list-style-type: none"><li>• Help the cause of Sustainable and Green development in Vietnam</li><li>• Learn about advocating with the Government, particularly expanding your knowledge in Green and Sustainable topics such as Circular Economy, Renewable Energy &amp; Energy Efficiency, Water Management and Sustainable Cities etc.</li><li>• Strong network development in business community in Vietnam with relevant stakeholders</li><li>• Be part of GGSC in the “Team Europe” in Vietnam i.e. interact with various European organisations and people</li><li>• Opportunities to connect with leaders in the different industries</li><li>• Working in a cross-cultural and multi-disciplinary environment</li><li>• Monthly allowance</li></ul>
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**HOW TO APPLY**

If you are interested in this job opportunity, **please send your CV with a cover letter in English** and your references (if any) to [careers@eurochamvn.org](mailto:careers@eurochamvn.org). The deadline for submitting the application is **Tuesday, 30 April 2025**.

*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.*