

JOB DESCRIPTION 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 nearly 1,400 members, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam and among the 5 largest European Chambers of Commerce world-wide. 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.</p>
MAIN DUTIES	
Job Title:	Sector Committee Intern
Reporting to:	Advocacy Manager
Direct supervising:	No
Location:	Ho Chi Minh City – Vietnam
Type of Contract:	6 months internship contract
Key Working Relationships:	<ul style="list-style-type: none"> ▪ Internal: EuroCham Executive Committee, EuroCham Executive Director, Advocacy Manager, Sector Committees, and Sector Committee Coordinators within EuroCham. ▪ External: EuroCham members & other stakeholders upon instructed.
Main Duties and Key Performance Indicators:	<p>Advocacy Manager's and Sector Committees' activities:</p> <ul style="list-style-type: none"> • Responsible for the coordination and activity of EuroCham's Sector Committees (SCs), including, but not limited to, setting up meetings, following-up meetings and ongoing activities/projects ▪ Website: support in updating the Advocacy and Sector Committees section on EuroCham website ▪ Government correspondence & legislations: support in formatting, translating and/or sending out letters/documents, delivery

	<ul style="list-style-type: none"> ▪ Position papers: support the research, drafting and translating of the position papers contributing to the EuroCham Trade Issues and Recommendations ▪ Whitebook: support the research, checking of Vietnamese and English translation, and other tasks if necessary. ▪ Admin support: support the Advocacy team with daily administrative tasks of various nature
JOB REQUIREMENTS	
Education and Training Background:	Fresh graduated student at University of Law, Foreign Relations or English Language.
Work Experience:	No
Core Competencies:	<ul style="list-style-type: none"> ▪ High degree of accuracy and attention to detail; ▪ Motivated and able to deliver on short notice; ▪ Flexible and proactive/can-do attitude; ▪ Strong commitment and faithfulness to EuroCham and prioritising the Chamber's interests.
Languages:	Fluent written and spoken English and Vietnamese
Software and Package Skills:	<ul style="list-style-type: none"> ▪ Organisational, project management, communication, social, and presentation skills; ▪ Computer literacy, including Outlook, Word, Excel, Power Point.
What We Offer:	<ul style="list-style-type: none"> ▪ Strong network development in a large diversity of industries in Vietnam with authorities, Embassies and the European FDIs ▪ Great insight into the trade and investment issues in Vietnam ▪ Competitive compensation package ▪ A cross-cultural and multi-disciplinary professional working environment.
HOW TO APPLY	
<p>If you are interested in this internship opportunity, please send your CV with a cover letter and your references (if any) to careers@eurochamvn.org by 30 April 2025.</p> <p><i>NB: Due to the high number of expected applications, only shortlisted candidates will be contacted.</i></p>	