



JOB DESCRIPTION

European Chamber of Commerce (EuroCham) – Executive Director

Job	Executive Director
Roles & Responsibilities	<ul style="list-style-type: none">- The Executive Director is responsible for all daily operations and activities of EuroCham, in accordance with the statutes, objectives and policies of EuroCham and within the objectives and goals set by the Executive Committee (ExCo) of EuroCham.- The Executive Director is in charge of planning and organizing EuroCham's regular events, such as business luncheons, networkings, seminars, trainings, workshops and EuroCham's annual "Food Festival" in Hanoi and HCMC.- The Executive Director has a special responsibility for organizing "GreenBiz 2013", EuroCham's annual "Business Awards Gala Dinner, and at least two events in the framework of the Vietnam-EU Business Forum (VEUBF), EuroCham's joint venture with the Vietnam Chamber of Commerce and Industry (VCCI).- The Executive Director is in charge of co-ordinating, together with the ExCo Board Members, government relations and EuroCham's advocacy work. In particular, he/she is attending and supervising EuroCham's sector committees, organizing regular meetings with ministers and/or other government officials to follow-up advocacy issues, and compiling annually EuroCham's Whitebook of Trade/Investment Issues and Recommendations, in close co-operation with the Chairmen of EuroCham's Sector Committees.- The Executive Director is - on a rotating basis - in charge of supervising the Vietnam Business Forum (VBF), including the VBF working groups.- The Executive Director is pro-actively seeking and applying for EU-funded projects and other projects, and runs/supervises these projects.- The Executive Director oversees and further develops EuroCham's services to members, such as business matchmaking, government delegations, advertising and other services.- The Executive Director is in charge of developing further EuroCham's relations within the worldwide network of European Business Organizations (EBOs) as well as the EU-ASEAN Business Council.- The Executive Director maintains good contacts and relations with the EU Delegation, its Vietnamese and European partner business associations, with other international, national and local authorities as well as the media both in Hanoi and HCMC.- The Executive Director also has a financial responsibility, and particularly proposes to the ExCo an annual budget and executes it once approved.- The Executive Director manages a team of 15 people in Hanoi and HCMC, and is in charge of coordinating tasks and responsibilities between the offices. He/she ensures proper human resources management to meet annual goals.- The Executive Director shall be based in either HCMC or Hanoi, but travel to Hanoi / HCMC at least once a month. Some international travel (3-4 times per year) will be required in relation to promoting EU-ASEAN Business Council and EBO network.

Qualifications	<ul style="list-style-type: none"> - European National preferred. - Fluent in English and preferable one or more other European languages. Vietnamese knowledge is of major advantage. - Minimum five (5) years of relevant business experience, preferably in Vietnam. - Service-oriented, goal-driven, understands the needs of members and pro-actively grows membership. - Experienced and well connected within Vietnam / ASEAN.
Working time	In principle daily working hours: 5 days/ week, from 8.30AM to 12AM and from 1.00PM to 5.30PM. Certain of the functions will occur after normal office hours. The attendance at such functions is counted as part of Executive Director's working responsibilities. The seniority of the position however holds a task responsibility rather than an hour responsibility.
Appointed by and reporting to	Executive Committee / Chairman of the Executive Committee
Direct reports	2 Office Managers Hanoi & HCMC 2 Events Managers Hanoi & HCMC Sector Committee Coordinator (HCMC) External Relations Manager (Hanoi) Communication & Services Director (HCMC)
Remuneration	Competitive package, including housing allowance.