

JOB DESCRIPTION Sector Committee Coordinator	
Organisation Description	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. 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.
MAIN DUTIES	
Job Title	Sector Committee Coordinator
Reporting to	Advocacy Manager
Location	Ho Chi Minh City – Vietnam
Key Working Relationships	• Internal: Board of Directors (BoDs), Sector Committees within EuroCham, EuroCham team • External: EuroCham members, Vietnamese Central and local authorities, Ministries and agencies
Main Duties and Key Performance Indicators	Responsible for the coordination and activities of 3-4 EuroCham's Sector Committees (SCs), including, but not limited to: • Consolidating SCs' comments on new legislations, supporting the preparation of the SCs' correspondence (letters, position papers, etc.) mainly with Government authorities; • Maintaining internal and external information flows and contact with key stakeholders; • Setting up and following-up SCs' meetings, ongoing activities/projects, and events; • Monitoring SCs' administrative and operational activities: membership, payments, etc. Assist the Advocacy Manager with EuroCham advocacy activities in coordination with the Sector Committees: • Supporting the preparation of the position papers contributing to the annual publication of the Whitebook and the organisation of the Whitebook Launch; • Monitoring the industrial and trade developments, updates of laws, regulations and policies in Vietnam in close cooperation with the Government, the EU Delegation to Vietnam and other key EuroCham partners; • Other relevant tasks as assigned by Advocacy Manager.
JOB REQUIREMENTS	

Education and Training Background	Bachelor's degree in International Relations, Law, Political Sciences, Business Administration, Economics, or in a related field. Legal background is a plus.
Work Experience	Minimum 3 years of relevant and hands-on experience in policy advocacy or project management
Management Experience	No management experience required, yet a strong track record on successfully working within cross-cultural and multi-disciplinary teams
Core Competencies	• Excellent time and workload management skills; • Excellent communication skills in English and Vietnamese (written and verbal); • A proactive team player with a strong sense of ownership and accountability; • Flexible, highly-motivated and proactive/can-do attitude; • Capable of multitasking and managing administrative tasks; • Good budgetary control, negotiation skills and problem-solving skills with a constructive approach; • Strong commitment and faithfulness to EuroCham and prioritising the Chamber's interests.
Languages	Good command of English and Vietnamese
Software Skills	Proficient computer skills with Microsoft Office, including Outlook, Word, Excel and PowerPoint are required.
What We Offer	• Strong network development in the business community in Vietnam with relevant stakeholders across many sectors; • Great insight into the trade and investment issues in Vietnam; • Be part of "Team Europe" in Vietnam i.e. interact with various European organisations and great insight into the trade and investment issues in Vietnam; • Working in a cross-cultural and multi-disciplinary environment
HOW TO APPLY	
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 05 October 2025. <i>NB: Due to the high number of expected applications, only short-listed candidates will be contacted.</i>	

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.