



**JOB DESCRIPTION
EXECUTIVE DIRECTOR**

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 organisation representing European business interests in Vietnam. With over 1,000 members, 16 Sector Committees, 2 offices and 3 regional chapters, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam and among the 5 largest European Chambers of Commerce in the world. EuroCham represents a plethora of sectors and companies ranging from SMEs to MNCs with a very strong business network in both Vietnam and Europe, acting as an interlocutor between the European business community and local, national, regional and European authorities. EuroCham advocates on its members' behalf, to generate improvements in the legislative environment, raise awareness on key issues and disseminate information on issues relating to doing business in Vietnam.</p>
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MAIN DUTIES

Job Title:	Executive Director
Reporting to:	Co-Chairs and Executive Committee
Line Management:	Team of 20 international staff members located in 2 offices
Job Summary:	The Executive Director is responsible for the day-to-day operational management of EuroCham and the implementation of the strategy set by the Executive Committee.
Location	Ho Chi Minh City – Vietnam, with regular travel to Hanoi – Vietnam, Asia and Europe
Level	3
Type of Contract	24-month fixed term contract upon successful completion of a 2 month probation period
Key Working Relationships:	<ul style="list-style-type: none"> ▪ Internal: EuroCham Executive Committee, EuroCham Secretariat, Sector Committees, affiliated Business Associations and Trade Promotion Organisations ▪ External: EuroCham members, Vietnamese central and local authorities, the European Delegation to Vietnam, EU Commission and Parliament, stakeholders in the region and in Europe, Vietnam Business Forum, local and international media.

<p>Main Duties and Key Performance Indicators:</p>	<ul style="list-style-type: none"> ▪ Overall supervision of 3 core activity areas of EuroCham Advocacy, Events and Information/Communication. ▪ Provide input in long-term planning and initiatives geared toward operational excellence; ▪ Continuously increase the effectiveness and efficiency of internal processes and support services like CRM system, IT systems, HR processes etc. ▪ Facilitate the communication and coordination amongst different departments internally and with a multitude of stakeholders externally; ▪ Coordinate EuroCham’s activities regarding the EU-Vietnam Free Trade Agreement and other relevant trade treaties like WTO, ASEAN Economic Committee, etc.; ▪ Drive membership and sponsorship growth and engagement; ▪ Ensure delivery and development of member services; ▪ Ensure regular management reporting to the Executive Committee; ▪ Be responsible for the organisation’s overall financial management and budget planning, control and management; ▪ Negotiate contracts with suppliers and service partners; ▪ Development of individual budgets for key projects and initiatives; ▪ HR management, talent development, employee engagement and recruiting; ▪ Expand the network for the chamber with organisations like UN, Worldbank, ILO and others; ▪ Taking up representative duties on behalf of the Executive Committee or moderate events and workshops.
JOB REQUIREMENTS	
<p>Education and Training Background:</p>	<ul style="list-style-type: none"> ▪ Masters Degree in Business Management or related fields; ▪ Knowledge of advocacy, government and political stakeholder management; ▪ Experience in organisational effectiveness and operations management; ▪ Management experience in a multi-national environment.
<p>Work Experience:</p>	<ul style="list-style-type: none"> ▪ Minimum 5-7 years of relevant work experience ▪ Demonstrable project management experience
<p>Management Experience:</p>	<p>A track record of successfully leading and coordinating cross-cultural and multi-disciplinary teams.</p>

<p>Core Competencies:</p>	<ul style="list-style-type: none"> ▪ Ability to build effective working relationships with high-level stakeholders in government and business is essential. A current network of contacts with senior Vietnamese civil servants, ministries and business organisations, the European diplomatic corps and international business community in Vietnam is highly desirable. ▪ A strong background in business is essential, and a knowledge of the Vietnamese business environment is a distinct advantage. ▪ Strong leadership skills are essential, as is the ability to manage competing priorities and deliver multiple projects to tight deadlines while working under pressure. ▪ Ability to work independently and as part of a team ▪ Ability to meet tight deadlines and work under pressure ▪ Good negotiation skills ▪ Constructive problem solving approach and patience and calm in pressured situations ▪ Excellent communication skills (written and verbal) are essential, as are strong drafting skills to prepare accurate and impactful communications ▪ Good budgetary control ▪ Flexibility is required
<p>Languages:</p>	<p>Fluent written and spoken English (good knowledge of another European language is an advantage), basic Vietnamese is an asset</p>
<p>Software and IT Skills:</p>	<p>Good computer skills with Microsoft Office Tools, including Word, Excel and PowerPoint are required. Computer skills with management software, database software and website software are preferred.</p>
<p>What We Offer:</p>	<ul style="list-style-type: none"> ▪ Strong network development in the business community and top level government circles in Vietnam with relevant stakeholders across many sectors; ▪ Insights into international trade policies and economic diplomacy; ▪ Competitive compensation package; ▪ A cross-cultural and multi-disciplinary professional working environment.