

EXECUTIVE DIRECTOR

Spanish Chamber of Commerce in Vietnam (SCCV)

Location: Ho Chi Minh City, Vietnam

Contract Type: Full-time, 1-year fixed term (renewable)

1. ABOUT THE ROLE

The Spanish Chamber of Commerce in Vietnam (SCCV) is seeking a dynamic and responsible Executive Director to lead its day-to-day operations, execute its strategic objectives, and strengthen its role as a key platform for Spanish–Vietnamese business relations.

Reporting directly to the Board of Directors, the Executive Director will be responsible for the operational management, financial coordination, member engagement, and institutional representation of the Chamber.

This is a high-responsibility role requiring autonomy, integrity, and strong alignment with the Chamber's mission and governance standards.

2. KEY RESPONSIBILITIES

Strategic & Governance

- Implement the strategic plan and annual objectives defined by the Board
- Act as the primary link between the Board and daily operations
- Prepare and present regular activity and financial reports
- Support Board meetings and General Assemblies

Financial Coordination

- Oversee invoicing, expenses, and financial tracking
- Coordinate closely with the Treasurer on financial reporting and compliance
- Prepare budgets and financial summaries
- Ensure compliance with Vietnamese tax and regulatory requirements
- Support revenue generation (memberships, sponsorships, events)

Membership & Community

- Drive membership growth and retention
- Maintain accurate member database and engagement
- Deliver value-added services and networking opportunities

Events & Programmes

- Plan and execute business events, forums, and missions
- Manage sponsors and partners
- Ensure high-quality delivery within budget

Institutional Relations

- Represent SCCV with government bodies, embassies, and partner organizations
- Strengthen relationships within the Spanish and Vietnamese business communities

Digital & Systems

- Manage all digital platforms (website, CRM, social media, email tools)
- Ensure proper control, documentation, and Board access to all accounts
- Improve digital engagement and communication

Operations

- Oversee administrative operations and external providers
- Ensure compliance with Vietnamese regulations and internal policies
- Maintain proper records and documentation

3. PROFILE REQUIREMENTS

- Proven experience in management, operations, or similar leadership roles
- Strong organizational and execution skills
- High level of integrity and professionalism
- Ability to interact with senior stakeholders and institutions
- Experience in business associations, chambers, or international environments is a plus
- Fluency in English required; Spanish is a strong advantage

4. WORKING CONDITIONS

- Full-time position based in Ho Chi Minh City
- Occasional evening or event-related work required
- Reports directly to the Board of Directors

5. GOVERNANCE & CONFLICT OF INTEREST

The Executive Director is expected to:

- Avoid any conflict of interest
- Not use SCCV's network, members, or resources for personal gain
- Disclose any external professional activity that could create a conflict

6. SELECTION PROCESS

The selection process is conducted under the supervision of the SCCV Board of Directors and follows a structured governance approach:

1. **Job Posting** – The Board approves the position and opens applications
2. **Longlist** – The Board reviews applications and selects 4–6 candidates
3. **Selection Committee** – A 3-member committee is appointed by the Board
4. **Interviews** – The committee interviews candidates and selects one finalist
5. **Board Approval** – The full Board reviews and approves the final candidate
6. **Offer** – The Chairman issues the formal offer to the selected candidate

7. APPLICATION

Interested candidates should submit:

- CV
- Short motivation letter

Applications will be reviewed on a rolling basis.

SCCV is committed to a transparent, merit-based selection process aligned with its institutional values.