

## JOB OPENING

# Full-time Event Manager

Dutch Business Association in Vietnam (DBAV)



## ABOUT DBAV

The Dutch Business Association in Vietnam (DBAV), established in 1999, connects and supports Dutch and Dutch-linked businesses in Vietnam. As a member of EuroCham, DBAV works with government institutions, business associations, chambers of commerce and trade-related organizations to strengthen commercial, institutional and community ties between the Netherlands and Vietnam.

## ROLE SUMMARY

DBAV is seeking a hands-on and experienced Event Manager to lead the planning, promotion and delivery of DBAV's event portfolio. The role covers business seminars, company visits, networking events, delegation programs, CSR and social activities, golf events and ad-hoc member initiatives. The Event Manager will translate DBAV's business plan into high-quality events that create member value, strengthen DBAV's position in the business community and support relationships between Dutch and Vietnamese companies, authorities and partner organizations.

## KEY DETAILS

<b>Position</b>	Event Manager
<b>Employment</b>	Full-time, 40 hours per week
<b>Location</b>	Ho Chi Minh City
<b>Reports to</b>	Executive Director
<b>Start date</b>	As soon as possible
<b>Application deadline</b>	26 June 2026

## KEY RESPONSIBILITIES

### Event strategy and portfolio management

- Translate DBAV's business plan into a clear annual event calendar and delivery roadmap.
- Develop and improve event formats that reflect DBAV's mission, member priorities and market relevance.
- Propose new event concepts and partnerships that increase DBAV's visibility, influence and member value.

### End-to-end event delivery

- Manage event planning, sponsoring, budgeting, timelines, suppliers, venues, speakers, registrations, logistics and run-of-show.
- Lead on-site execution and ensure a professional participant, sponsor and speaker experience.
- Prepare pre-event plans, risk checks, post-event reports, budget recaps and improvement recommendations.

### Stakeholder and partner engagement

- Coordinate with the Consulate General of the Netherlands, the Netherlands Embassy, EuroCham, business associations, chambers of commerce, local trade offices and other partner organizations.
- Work with members, sponsors and partners to secure speakers, venues, content, sponsorship support and audience reach.

### Communications, compliance and operational support

- Prepare event communication briefs and coordinate promotion through DBAV channels, member mailings and partner networks.
- Stay updated on relevant regulations, including permits, venue requirements, safety considerations and other event-related obligations.
- During quieter event periods with other possible project & administrative tasks.

## REQUIRED EXPERIENCE AND CAPABILITIES

- Minimum 3 years of relevant experience in event management, business events, corporate affairs, hospitality, communications or business association operations.
- Proven ability to organize professional business events end-to-end, from concept development to post-event reporting.
- Strong project management skills, including budgeting, vendor coordination, deadline management and practical problem-solving.
- Confident stakeholder management with senior business representatives, public-sector partners, sponsors and association partners.
- Strong written and verbal English and Vietnamese communication skills.
- Good command of event, communication, registration, CRM, email marketing or productivity software.
- Highly organized, service-minded and able to manage several events and deadlines at the same time.
- Sound judgement on operational risks, participant experience, budget discipline and reputation management.

## PREFERRED QUALIFICATIONS

- Bachelor's degree in business, marketing, communications, public relations, hospitality, law or a related field.

- Experience working with a chamber of commerce, business association, international organization, embassy, consulate, trade office or member-based organization is an advantage.
- Experience developing sponsorship packages, member engagement initiatives or partner-led event concepts.
- Familiarity with the Dutch-Vietnamese business community or the broader international business environment in Vietnam.

## PROFILE

- Proactive and commercially aware, with a clear focus on member value.
- Professional, diplomatic and comfortable working across cultures and seniority levels.
- Structured, detail-oriented and calm under pressure.
- Able to combine strategic planning with hands-on execution.
- Curious about business topics and able to translate them into relevant event concepts.

## HOW TO APPLY

Interested candidates should send a CV and cover letter stating their motivation and expected salary to [exec.director@dbav.org.vn](mailto:exec.director@dbav.org.vn). Please use the subject line: Application - Event Manager - [Your Name].

Application deadline: 26 June 2026. Only shortlisted candidates will be contacted for interviews.