

Job Opportunity: Senior Manager – Head of Business & Market Entry

Location: Cairo, Egypt | Full-time | Starting as soon as possible

The German-Arab Chamber of Industry and Commerce (AHK Egypt) is seeking a dynamic and driven **Senior Manager** to head our **Business & Market Entry Services** team within **DEinternational Egypt LLC**, the service unit of AHK Egypt. This is an exciting opportunity for a seasoned professional who is passionate about German-Egyptian economic cooperation and ready to contribute to high-impact projects at the intersection of trade, investment, and consulting.

About Us

AHK Egypt is the official representation of the German business community in Egypt and one of the largest bilateral chambers in the region. We provide a wide range of services to promote and facilitate economic cooperation between Germany and Egypt — from market entry consulting to matchmaking, business delegations, and skilled labor mobility.

These services are delivered by DEinternational Egypt LLC, the Chamber’s consulting and project unit, which serves as the professional interface between our members, clients, and the German-Egyptian business ecosystem.

Your Role:

As Senior Manager for Business & Market Entry Services, you will take the lead in designing, managing, and delivering key projects and services that support companies entering the Egyptian and German markets. You will act as a central contact point for German and Egyptian firms, public institutions, and donors, helping to shape strategic economic relationships between the two countries.

You will also contribute to business development, manage client accounts, and lead a small team, ensuring the delivery of high-quality services and customer satisfaction.

Your Key Responsibilities:

Business Development & Client Services

- Promote trade and investment between Germany and Egypt.
- Conduct market and sector studies, and monitor economic developments.
- Design and manage service and consulting projects (technical and financial proposals, implementation, evaluation).
- Deliver advisory services in German, English, and Arabic.
- Coordinate and accompany German business delegations abroad.
- Identify opportunities and develop new services in line with market needs.
- Conduct company matchmaking and B2B coordination.
- Serve as focal point for the Senior Expert Service program.
- Promote export financing instruments for German and Egyptian companies.
- Manage data in CRM systems and contribute to internal reporting.

Delegation Trips & Donor-Funded Projects

- Organize and implement business delegation trips, especially those funded by German public donors (e.g., BMWK, GIZ).
- Oversee all aspects of planning and implementation — including participant acquisition, travel arrangements, matchmaking, site visits, and reporting.
- Ensure compliance with donor regulations and funding guidelines.
- Liaise between donors, project partners, and participating companies.
- Represent AHK Egypt throughout delegation programs and accompany delegations locally or abroad where needed.

Leadership & Strategic Planning

- Lead project teams in a motivating and empowering manner.
- Define clear objectives, provide regular feedback, and support professional growth.
- Prepare annual business plans, budgets, and forecasts in collaboration with the Head of DEinternational and the CEO.
- Optimize internal processes and ensure documentation in accordance with our Quality Management (QM) standards.
- Maintain consistent and transparent communication across departments.

Networking & Representation

- Build and maintain partnerships with public and private stakeholders.
- Represent the Chamber at events and in meetings with decision-makers and business leaders.
- Identify cross-selling opportunities and support joint service delivery across departments.

Compliance & Administration

- Ensure compliance with administrative, legal, and financial guidelines.
- Oversee transparent documentation and filing practices.
- Uphold the organization's code of ethics and corporate identity.
- Collaborate with other AHK departments to ensure efficient service delivery.

What You Bring:

- A relevant university degree (e.g. Business, Economics, International Relations, or similar)
- Minimum 5 years of relevant experience in business consulting, international cooperation, or project management
- Fluency in **German, English, and Arabic** (spoken and written)
- Sales Manager Mentality
- High-level organizational skills and attention to detail
- Professional demeanor, intercultural sensitivity, and the ability to represent the Chamber externally
- Strong ability to work independently, prioritize tasks, and manage a high workload under pressure
- Excellent communication, networking, and presentation skills
- Flexibility to travel abroad

What We Offer:

We offer you a meaningful and high-impact role at the interface of German and Egyptian business — within a dynamic, international, and collaborative team. As Senior Manager within **DEinternational**, you will work with a professional network of over 2,500 member companies, public stakeholders, and global partners.

- Independent and responsible work with opportunities to shape strategic initiatives and services
- Exposure to a wide range of sectors, networks, and international events
- Private health insurance and competitive local remuneration
- Initial one-year, fixed-term contract with clear potential for extension

- **Work location:** Mohandiseen | **Working hours:** 8:00 am – 4:30 pm (**flextime model**)
- One home-office day per week

You'll fit in perfectly if you thrive in a busy, international environment, enjoy working on multiple parallel projects, adapt quickly to new demands, and bring strong intercultural and communication skills. A structured, quality-driven way of working and alignment with German business culture will be essential to your success.

How to Apply

If you meet the qualifications and are enthusiastic about this opportunity, we look forward to receiving your **CV**, a **motivation letter**, your **salary expectation**, and your **earliest possible starting date to careers@ahk-mena.com** mentioning "**Head of Business & Market Entry**" in the subject.

Applications are reviewed on a rolling basis until the position is filled.