

Job Advertisement: TVET Program Officer

Employer:

The German-Arab Chamber of Industry and Commerce (AHK) was established in Egypt in 1951. Representing more than 2500 members AHK Egypt is the largest organization in the framework of business cooperation between Germany and the Arab world. It plays a pivotal role in fostering trade and industrial development, enhancing business cooperation among Germany, Egypt, Jordan, and Lebanon. A key focus area of AHK is vocational training, including establishing a vocational training system based on the German dual approach. This involves supporting dual vocational trainings in partnership with local companies and training institutions, as well as providing policy advice.

Your responsibilities will include:

• Training and Examinations

- Organizing the training of examiners in Egypt, Jordan, and Lebanon.
- Organizing consultation sessions to the companies and monitoring the practical training.
- Coordination and preparation of all courses and examinations in Jordan and Lebanon as well as preparing the needed reports, briefing notes, and results for the concerned stakeholders.
- Supervision of the training and exams material, delivery, and translation processes as necessary in Jordan and Lebanon.
- Managing the cooperation with international or local Vocational Educational Training institutions in Jordan and Lebanon.
- Managing all short-term vocational training mechanisms for further education in Jordan and Lebanon.
- Managing the online platforms used for the training programs in Egypt, Jordan, and Lebanon.

- Managing suitability visits and preparing relevant reports for the concerned boards in Egypt, Jordan, and Lebanon.

• AdA Program Coordination

- Supervising and coordinating all AdA or similar courses and examinations as well as preparing the needed reports, briefing notes, and results for the concerned stakeholders in Egypt, Jordan, and Lebanon.
- Preparing training and exams material, delivery, and translation processes as necessary for AdA courses or similar.
- Handling communication with the stakeholders of the AdA or similar training programs (trainers, examiners, Moodle providers, participants, and trainees).



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- **Project Management**

- Preparing and following up on the preparation of agreements with the relevant concerned educational institutions or companies and following up on the invoicing and its settlement in Jordan and Lebanon.
- Assisting the Competence Center Skills and Training director in preparing yearly business plans, budgets, and financial statements for Jordan and Lebanon.
- Developing marketing material for the relevant projects in Jordan and Lebanon.

- **Data Management**

- Supporting in the management of the CRM database for relevant stakeholders for AdA and in Jordan, and Lebanon.

- **Communication**

- Handling communication with the stakeholders of the Technical and Vocational Education and Training (TVET) in Jordan and Lebanon.

- **Events and Meetings**

- Supervising the acquisition of new businesses of the unit by organizing meetings, workshops, events, and external visits.
- Coordinating and arranging 4 TVET Committee meetings annually in Egypt and 2 TVET Think Tank meetings in Jordan.
- Supervision of arranging 4 TVET webinars annually for Egypt and 2 webinars for Jordan.
- Supporting the Competence Center Skills and Training Director in the moderation and follow-up of the GEVET, GLVET and GJVET Board
- Supervising two TVET site visits and exclusive events with the membership department.
- Supervising and arranging 2 TVET Roundtables annually.
- Supervising in training of examiners.

What we are looking for:

- Relevant degree, preferably in business administration, vocational education, social studies, or law.
- At least 2 years of relevant work experience in vocational training, project management.
- Knowledge of the German job market and social environment, ideally with work or educational experience in Germany.
- Familiarity with the German training sector is an advantage.
- Excellent verbal and written communication skills in both English and German, ideally at C1-level or higher.
- Enthusiasm for a customer-driven role with excellent organizational skills.

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- Experience working in an international team or with international clients, demonstrating strong confidence and self-awareness in an intercultural setting.
- High proficiency in MS Office programs.
- Determined, resilient, and able to cope well under stress.
- Willingness to travel locally and internationally.

What we are offering:

- An initial one-year, fixed-term employment contract with potential for extension.
- Competitive local remuneration and health insurance.
- Independent and responsible work in a dynamic international environment.
- Collaboration with a motivated, dedicated, and collaborative team.
- Exposure to interesting projects, networks, and events.

You will fit into our team if:

- You thrive in a busy work environment with multiple tasks, projects, and activities.
- You adapt quickly to new demands.
- You enjoy working in international teams and have strong communication and interpersonal skills.
- You are willing and able to adhere to German business practices and standards.

If you meet the qualifications and are enthusiastic about this opportunity, we look forward to receiving your application, which should include your CV, motivation letter (cover letter), salary expectation, and earliest starting date to careers@ahk-mena.com, mentioning "TVET Program Officer" in the subject. Applications are being handled on a rolling basis until the position is filled.



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Egypt - Main Office - Cairo: 21, Soliman Abaza St., off Jamet El Dowal El Arabia St., Mohandessin. | **Tel.:** +20 2 33368183 | **Fax:** +20 2 33368026 | **Email:** info@ahk-mena.com

Egypt - Branch Office - Alexandria: 7, El Fardos St., Alga Scan building 4, 2nd floor, Semouha. | **Tel. & Fax:** +20 3 4273338 | **Email:** alex@ahk-mena.com

Egypt - Branch Office - Suez Canal Region: 135, Orabi and Misr St., 1st floor. | **Tel. & Fax:** +20 64 3915534 | **Email:** ismalia@ahk-mena.com

www.ahkmena.com