

Job Opportunity: Project Officer – Business & Market Entry Services

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

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

We want to enlarge our Business & Market Entry Services team to cater for the growing demand and potential in this department.

As **Project Officer** in the team, you will support the planning, implementation, and delivery of consulting services and delegation projects between Germany and Egypt. You will help identify opportunities for cooperation, assist in organizing B2B formats and trade events, and contribute to business research and reporting.

The role is designed for candidates with relevant practical experience in international business, consulting, or project work — ideally 2–4 years — and a strong interest in bilateral economic cooperation.

Key Responsibilities

Project Implementation & Coordination

- Support business delegations and B2B matchmaking projects, including event planning, logistical coordination, and onsite assistance
- Prepare briefings, project documentation, and promotional materials in English and/or German
- Conduct market and sector research, and contribute to factsheets and internal reports

- Support the writing of project proposals and service offers
- Ensure proper documentation and assist with financial tracking and expenditure overviews

Client Services & Communication

- Handle service requests from German and Egyptian companies with professionalism and responsiveness
- Support the delivery of commercial services, including business partner searches, office-in-office solutions, and regulatory research
- Maintain CRM records and contribute to internal quality reporting

Internal & External Collaboration

- Coordinate closely with other AHK teams (e.g. Marketing, Finance, Admin) during project implementation
 - Support communication with partner organizations, donors, ministries, and corporate stakeholders
 - Contribute to project presentations, events, and external meetings as needed
-

Your Profile

- University degree in Business, Economics, International Relations or a related field
- Approximately **2–4 years of professional experience**, preferably in a business-oriented, consulting, or international context
- High level of motivation and interest in German-Egyptian economic relations
- Fluency in **German, English, and Arabic** (spoken and written)
- Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, Outlook)
- Strong organizational and communication skills with high attention to detail
- Ability to work independently as well as collaboratively in a multicultural team
- Professional demeanor, intercultural sensitivity, and the ability to represent the Chamber externally

- Readiness to occasionally travel within Egypt and abroad
-

What We Offer

- Involvement in meaningful projects at the heart of German-Egyptian business cooperation
 - Hands-on experience in international business development and public-private partnerships
 - Work in a dynamic, collaborative, and international team environment
 - Private health insurance and competitive local remuneration
 - One-year fixed-term contract with potential for renewal
 - Work location: Mohandiseen | Working hours: 8:00 am – 4:30 pm (flextime model)
 - One home-office day per week (after onboarding)
-

How to Apply

Please send your **CV**, a **motivation letter** including your **salary expectation** and **earliest possible starting date** to careers@ahk-mena.com

Subject: *Application – Project Officer – Business & Market Entry Services*

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