

## **Job Opportunity: Project Officer in the Market Entry Department - Special Focus on Energy & Sustainability**

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 or take responsibility for the planning, implementation, and delivery of consulting services and delegation projects between Germany and Egypt, with a particular focus on **energy and sustainability-related topics**. 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 — with at least **2+ years** — and a strong interest in bilateral economic cooperation and sustainability-driven sectors.

---

### **Key Responsibilities**

#### **Project Implementation & Coordination**

- Support or lead 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, particularly in **energy and sustainability-related industries**, and contribute to factsheets and internal reports
- Support or take ownership of the writing of project proposals and service offers

- Ensure proper documentation and assist with or oversee financial tracking and expenditure overviews
- Take on **project ownership** depending on the level previous work experience

### **Client Services & Communication**

- Handle service requests from German and Egyptian companies with professionalism and responsiveness
- Support or lead 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 or lead project presentations, events, and external meetings
- 

### **Your Profile**

- University degree in Business, Economics, International Relations or a related field
  - **2+ years** of professional experience, preferably in a business-oriented, consulting, and/or international context
  - Proven knowledge of energy and/or sustainability-related topics is a prerequisite
  - High level of motivation and interest in German-Egyptian economic relations
  - Fluency in German, English, and Arabic (spoken and written) is a prerequisite
  - 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, with a strong focus on energy and sustainability
- 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: 9:00 am – 5:30 pm (flextime model)
  - One home-office day per week (after onboarding)
- 

### **How to Apply**

Please send your CV, a motivation letter, as well as your salary expectation and earliest possible starting date to [careers@ahk-mena.com](mailto:careers@ahk-mena.com)

Subject: Application Project Officer Market Entry Department - Energy & Sustainability

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