

We are hiring an Executive and Research Assistant for Germany Trade & Invest (GTAI)!

About the Delegation of German Industry and Commerce in Kenya (AHK)

We are the key player of German foreign business development on behalf of the Federal Republic of Germany in East Africa. We represent German business interests in East Africa and inform about and promote Germany as a business location.

We offer a broad range of services such as market entry facilitation, analysis and research and also organise delegations, conferences and events. We support German companies in finding a market in Kenya and East Africa and vice versa.

Established in 2012, we are now a growing team of 25 and cover East Africa from Nairobi. Learn more: www.kenia.ahk.de



About Germany Trade and Invest (GTAI)

Germany Trade & Invest (GTAI) is a government organization of the German Federal Ministry for Economic Affairs and Energy with the mandate of strengthening trade and investment. From the regional East Africa office, the GTAI correspondents inform German companies about business opportunities in East Africa. The Delegation (AHK) and GTAI closely work together and GTAI is hosted in The Delegation's office. Learn more: www.gtai.de

About the Role

We are looking for an energetic Executive & Research Assistant to join our growing team to support the GTAI team in their work. The Assistant will support two GTAI Correspondents (one in Nairobi, one in Germany). That includes organizing business travels, arranging appointments as well as research for publications and engaging in marketing activities. As the correspondent based in Kenya travels regularly, the Assistant also represents GTAI during his absence and will communicate directly with partners and clients. Last but not least, the Assistant should also play an active role in representing GTAI in networking events in Nairobi that are relevant for GTAI's work.

Your responsibilities will include:

Support the GTAI Correspondents in their work

- In preparation for business trips around East Africa support the team in building a strong list of relevant organizations, businesses and trade players for meetings.
- Arrange meetings with key representatives building a strong schedule for each trip. This includes introducing GTAI, following up through phone calls and email to build rapport and a trusted relationship and finally securing appointments for the Director and the Correspondent.
- Organize and ensure flawless logistics for travels across East Africa (visa, hotels, transport etc)

- Support through email management or calendar coordination.
- Prepare presentations and documents.
- Communicate directly with businesses and trade players across East Africa. At times, engage German businesses and GTAI clients.
- Creating drafts for external correspondence to project partners, government offices etc.
- At times accompany GTAI staff for meetings and handle post-meeting work as appropriate.
- Support with data entry, like inputting contacts into the CRM or filling expense reports etc.

Research work

- Map out key industries of interest across East Africa, research key players, businesses and actors for different sectors.
- Support the creation of presentations, publications and briefings through market research, compilation of statistics and similar tasks.
- Stay updated about certain markets, industries and key trends.

External representation and building GTAI's brand

- Attending events, building networks and introducing GTAI to players in the business and trade space.
- Under guidance, share relevant content and GTAI publications on our Social Media, over time building a twitter presence for GTAI in East Africa.

Who we are looking for:

- You are excited about trade and international business relations.
- You have at least 2-3 years of work experience in assisting executives with strong proven results.
- Past experience in planning for and coordinating business travels across East Africa
- You are a person that likes to communicate with clients and partners. You like to represent and are able to establish a network of contacts.
- You have experience working in an international team and possess strong confidence and self-awareness in intercultural settings.
- Excellent English and Swahili. Language skills in German and French would be a great advantage.
- You are curious and want to learn.
- You are very organized, with good time management and administration skills.
- You enjoy supporting others to make sure things work smoothly and have strong communication and interpersonal skills.
- You anticipate issues and have a proven track record of being resourceful in fast-paced environments.
- You have excellent Computer and Microsoft Office skills, including Powerpoint, Word and Excel.
- You hold a degree in Business Administration or related studies.

You will fit into our culture if:

- You are excited about moving East Africa forward through business and trade, industry linkages, and strengthening the business ecosystem at large.
- You learn fast and adapt quickly to new demands.
- You enjoy working in an international team.
- You are curious to learn about German business practices and economic realities.



Why work with us?

- Be part of a team that channels relevant business information about East Africa to Germany.
- You have many opportunities to get exposed to networks and events
- We are an international, result-driven, fun and collaborative team
- Competitive remuneration and health insurance

Other information

The role is based in our Nairobi office. Ideal start date is January 2020. There is a three-month probation period and we will agree on performance and learning objectives.

Want to apply?

- Please have a look at this guide on how to submit your application and tips on our selection process <http://bit.ly/CandidatesGuide>
- Fill out the application form under <http://bit.ly/JoinGTAI>
- You will be asked to upload your CV in PDF format as part of the application form. Please ensure it is tailored to this role and no more than 3 pages.
- Applications will be reviewed on a rolling basis until the role is filled.
- The recruitment process will include interviews, skill tests and reference checks.

Recruitment process in collaboration with edge

