

Basic details of job

Job title: **Economic and Trade Advisor (ETA)**

Unit/mission: **EKN Cairo**

Job level: **08**

Number of hours: **37,5**

Actual duties (to be completed by mission)

DUTIES AND RESULT AREAS

Description of duties:

Macro economy/ business environment

1. Being informed about the general economic and financial situation in Egypt
2. Prepare and update the "Guidelines for Doing Business in Egypt" and various sectors of the market in collaboration with SETA.
3. Support the preparation of the "Business in Brief Bulletin" on monthly basis.

Sector level

4. Closely monitoring sectors to identify opportunities for Dutch companies in the Egyptian market. Sectors are for example: ICT, Construction, Infrastructure and logistics, Petrochemicals, pharmaceuticals, Postal services, Banking and Finance, Textiles, etc.
5. Writing reports on the above mentioned sectors by collecting and assessing the available market information, including through active networking.
6. Networking with Dutch Government and non-governmental trade and branch organizations in order to know their activities and services offered to the Economic Division.
7. Support the Economic diplomacy efforts by the department: collecting the necessary information and background, interacting and networking with the Egyptian ministries and authorities for the promotion of Dutch exports and foreign investment. This may include troubleshooting: interacting with relevant authorities to eliminate barriers and discriminatory rules, solving outstanding payments and to enable international transactions and promoting market access at government level.
8. Trade disputes: Supporting Dutch companies in resolving trade and investment issues with Egyptian companies.
9. Network with Ministries, IFI's and donor organizations to identify (tender) opportunities for Dutch companies.
10. Attend trade fairs and conferences for information and identification of business opportunities.
11. Collect and process information on the Egyptian market and advise Dutch (and Egyptian) companies about certain sectors of the economy.

Business enquiries

12. Responsible for answering trade inquiries from Dutch companies and organizations

by supplying tailor-made information in a wider scope than the sectors mentioned above. General market and sector information is provided as well.

13. Pro-active matchmaking (business partners scans) between Dutch and Egyptian companies and organizations.
14. Update business-related information on the basic service provision offered to Dutch businesses

General business promotion/ support

15. Support to all available Dutch economic instruments and programs; Dutch and Egyptian companies/institutions will be advised about the possibilities of these programs. Active participation to identify possibilities for Dutch companies.
16. Pro-active approach in realizing and organizing events like trade missions and fairs both to the Netherlands and Egypt.
17. Screening and advice on proposals for financial and/or technical support

Trade statistics:

18. Assist SETA in collecting monthly, quarterly and yearly statistics concerning trade for the relevant sectors in Dutch-Egyptian business relations

Other

19. Member of relevant Eu and DPG working groups.
20. Replace SETA during absence.
21. Supervising the EA website
22. Any other responsibilities/tasks given by the line manager.

Description of result areas:

23. Developments in Egyptian sectors under her/his responsibility, monitored, new business opportunities identified and relevant Dutch authorities, branch organizations and investors/ companies kept informed pro-actively.
24. Adequate response (reliable, well focused on client needs, timely, etc.) provided to business enquiries received from the Netherlands in sectors under her/his responsibility.
25. Promotion of Dutch-Egyptian bilateral trade and investment relations
26. Collection and analysis of trade statistics for all sectors relevant for Dutch businesses.

WORKING ENVIRONMENT

1. The Embassy has around 40 staff members of whom 31 are locally recruited.

JOB REQUIREMENTS

Knowledge and areas of experience:

1. Academic background in the field of economics, trade
2. Strong analytical skills
3. At least 5 years relevant working experience in business or economics and international relations.
4. Excellent command of English and Arabic, willingness to learn basic Dutch
5. Affinity and ability with IT systems and social media

Competences:

6. Pro-active, initiative, entrepreneurial
7. Client oriented
8. Problem solving
9. Communicative
10. Representative
11. Networker
12. Integrity

The employee is a team player: an active, eager person who likes to work and co-operate in a small team. The employee is interested to learn and is open for feedback. She/he is able to look beyond his/her area of work. She/he can adapt quickly to changing environment and policies and is able to work independently while optimising co-operation and consultation with others. The employee maintains and expands a vast and warm network in order to foster bilateral relations and identify opportunities for Dutch business. She/he is an easy communicator and knows to address the different stakeholders in the appropriate way.

The employee should be able and willing to work after office hours on certain occasions.

Maintain contacts with:

Egypt:

- 1)** Government
 - a. Ministries (as relevant to the sectors for example: Trade and Industry, Petroleum, Tourism, Transport, Civil Aviation, Energy and Electricity)
 - b. Governors (for example Red Sea, Alexandria)
 - c. Public Organizations, such as CBE, GAFI, ECS, TDA, CAA, EFSA, EOS, RTA, SFD, SCA)
- 2)** Private organizations, such as BSO, IMC
- 3)** International organizations (European Delegation, AmCham, CEEBA/Confederation of European Egyptian Business Associations etc)
- 4)** Dutch companies active in Egypt and relevant Egyptian companies
- 5)** EU delegation, other bilateral and multilateral partners

Netherlands:

- 1)** Ministries (BZ, EL&I, V&W)
- 2)** Organizations (AgentschapNL, NWP, NCH, KvK's etc)
- 3)** Egyptian Embassy
- 4)** Dutch companies interested in the Egyptian market

Other remarks (to be completed by mission)

The Economic and Trade Officer should perform (other) activities with flexibility when required.

