

Manager Events & Communications

at the German Emirati Joint Council for Industry & Commerce (AHK) based in Dubai.

The AHK is part of the worldwide network of German Chambers of Commerce Abroad and is tasked with the promotion of bilateral economic and business relations. This is accomplished and conducted through various customer-oriented services, events and export initiatives by the German government and other stakeholders. In addition to this, AHK is a communication and networking platform for its approximately 800 members based in the region and Germany. The German Emirati Joint Council for Industry and Commerce (AHK) in Dubai has a regional responsibility for the countries Oman, Qatar, Kuwait and Pakistan and also maintains offices in Abu Dhabi, Doha and Muscat. In addition, it is closely linked to the Iraq offices, Baghdad and Erbil.

The Manager Events & Communications will plan, organize, and execute corporate events, conferences, webinars, workshops and networking sessions. Furthermore, the manager will support communication activities in digital and offline form.

Responsibilities and What to Expect

Events:

- Oversee event lifecycle: concept, budgeting, logistics, execution and post-event analysis
- Manage relationships with vendors, venues, and partners
- Ensure exceptional attendee experience and strong AHK representation
- Track and analyze campaign and event performance using KPIs and analytics tools

Communications:

- Support & implement communication activities (digital, social media, email, partnerships, and offline)
- Manage social media accounts
- Content management website and app
- Managing digital communication tools
- Preparing presentations
- Create and organize marketing material (banner, flyer, etc)

Stakeholder & Partner Management

- Manage AHK image and reputation and ensure consistency across all communications
- Collaborate with internal teams to align event and communication efforts



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- Build and maintain relationships with external partners, sponsors, and agencies
- Provide insights and recommendations for continuous improvement

Knowledge and Expertise:

- Professional with an academic/educational background in business or related fields.
- At least 1- 2 (two) years of relevant work experience.
- Excellent spoken and written command of English and German; Arabic is an additional asset but not mandatory.
- Deep understanding of business concepts, digital communication, social media.
- Strong research and writing skills.
- Analytical thinking and problem solving.
- Strong organizational skills with keen attention to detail and accuracy and managing deadlines effectively (must be able to handle multiple tasks).
- Ability to work independently while integrating well with the team.
- Proficiency in operating with standard MS Office software, social media platforms and CRM systems (training for AHK-specific CRM will be provided).
- Outgoing personality, strong networking skills
- Willingness to attend evening events

Please send your full application including your salary expectations until 31st of May 2026 to:
hr@ahkuae.com.