**Job Description: Economic Researcher**

**Dimensions:**

The Researcher is to gather and prepare the information required for BEBA’s publications including; weekly e-newsletter, Annual Report, and reports on BEBA events, in addition to handling trade inquiries upon request. The Researcher is to provide a creative and resourceful approach to research using research techniques and excellent organizational and communication skills with internal and external constituencies.

**Principal Duties and Responsibilities:**

* Stay updated on Egypt-UK economic relations and monitor news on Egypt's economic affairs
* Research on topics to create concept papers for BEBA events and assist in the drafting of agendas for events that would benefit BEBA members
* Create a workplan outlining activities throughout the year, and update as necessary
* Coordinate with event panellists and produce opening/closing remarks for events
* Review press releases and media communications in coordination with the PR agency and the panellists of an event
* Follow-up on media presence and maintain a record of press reports
* Send mass emails to BEBA members as necessary
* Assist in supporting tasks concerning logistics of BEBA events, webinars, website development, and database maintenance as necessary
* Coordinate with partner organisations on events or projects as necessary
* Research on specific business sectors of the Egyptian or British economies upon request
* Prepare economic reports/surveys upon request
* **Create publications including:**
  + Create a weekly e-newsletter and send to BEBA members on a weekly basis
  + Comprehensive reports on BEBA events outlining the outcomes and recommendations
  + Event brochures for conferences that include background information on the topic and speaker biographies
  + An Annual Report containing a summary of BEBA activities throughout the year
  + An Executive Summary summarising a business mission once it’s concluded

**Job Specifications:**

**Education:** Bachelor Degree in any discipline

**Experience:** 2-3 years’ experience in a similar role

**Skill:**

* High level of computer and database literacy; skills must include ability to alternately use a variety of applications to create documents, spreadsheets, and reports (MS Office applications, Adobe, etc)
* Excellent command of both English and Arabic
* Interpersonal skills
* Excellent Communication skills
* Ability to work well independently and as part of a multi-disciplinary team where organization, prioritization, and sound judgment skills are essential

**Service Standards:**

All above activities/services are delivered in a professional, efficient and effective manner and will meet or exceed client expectations and will be reflected in the annual performance review.