



Trade and Events Missions Coordinator – Africa

As the **Trade and Events Missions Coordinator – Africa**, you will play a key role in planning and executing trade missions, while also supporting the organisation of NABC's events. The ideal candidate will be able to contribute to the acquisition, content, and follow-up of missions. Creativity, flexibility, and the ability to build and maintain a network are essential.

You will serve as the main contact for our members and network, leading the planning and execution of trade missions and networking activities. At the same time, you also have an essential role in maintaining, engaging, and supporting our members, and potentially driving the growth of our membership.

ABOUT THE NABC

[The Netherlands-African Business Council \(NABC\)](#) is the leading organisation for sustainable trade and investment facilitation for Africa in the Netherlands. The NABC strongly believes that the private sector has a crucial role to play towards a future-proof Africa that is economically thriving and globally competitive in trade and investment. Our mandate is to empower the Dutch private sector to play a prominent role in the sustainable development of the African continent. Therefore, NABC's purpose is to inspire and connect businesses with Africa's opportunities and to enable them in making confident decisions about when, where and how to do business in Africa.

The NABC today leads a network of 200 engaged members across diverse sectors and has access to a community of over 10,000 African and European businesses, institutes, government entities and others interested in doing business in Africa.

At the NABC we place 'Partnerships of Equals' at the centre of our activities, meaning that we aim to develop opportunities that are beneficial for both the Netherlands and Africa. The NABC sees the Sustainable Development Goals as an opportunity for more responsible business in Africa. All our work relates directly to the achievement of the 17 SDGs, with a specific focus on SDG 2, SDG 8, SDG 13, and SDG 17 in which we believe we can maximise our impact.

KEY RESPONSIBILITIES

- Lead the planning and execution of trade missions to and from various African countries.
- Build and maintain relationships with key stakeholders, including local and international partners such as RVO, Dutch and African embassies, and other African and European organisations.
- Ensure smooth operations of missions by handling logistics, matchmaking, programme development, and budget management.
- Evaluate missions and create reports for stakeholders, identifying areas for improvement.

Requirements:

- Proven experience in managing projects with international visitors in the Netherlands and/or executing projects with Dutch companies abroad.
- At least 3 years of relevant work experience in doing business in Africa.
- A strong natural talent for networking and relationship-building.
- Fluent in Dutch and English, with proficiency in French preferred (or Arabic, Swahili, Amharic, Zulu, Hausa etc.)
- Affinity with Africa, ideally through personal or professional experience working or living in Africa.
- Ability to contribute to the content of a visit or mission and its follow-up.
- A flexible mindset and ability to adapt to dynamic, changing environments.
- Proactive and hands-on, taking initiative and ready to tackle challenges.
- Based in or living near The Hague.
- Valid authorisation to work in the Netherlands.



WHAT DO WE OFFER?

- A dynamic and challenging position within a small, ambitious team.
- The opportunity to make a real impact on Dutch-African business relations.
- An attractive salary based on your experience and skills.

Interested? Apply now by sending your CV and a cover letter to info@nabc.nl. Please note that applications without a cover letter will not be considered.

The application deadline is the 26th of January 2025.

For more information about our organisation, visit our website at www.nabc.nl. We look forward to receiving your application and potentially welcoming you to our team!

