



## T2o Egypt Employment Culture

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## About T20

**T20** stands for Top 20 International Business Schools.

A non for profit membership association for Egyptian graduates of top 20 international business schools and top tier global consulting firms; with a vision to capitalise on members' wealth of executive capabilities for the greater benefit of various developmental and reform initiatives in key priority sectors in Egypt.

**T20 Egypt** is a Think/Action tank with a wealth of executive capabilities of Egyptian C-class executives, business leaders, Entrepreneurs and high profile governmental officials with a mission to help our country. We are a high profile network of C-Class Executives, Business Leaders, Entrepreneurs and Investors in the areas of: (Investment - Strategy - Leadership Excellence - Education - Oil and Gas - Entrepreneurship - ICT - BPO - SOEs - Bio-chemistry - Trade - Industry - Mining - Finance).

We are looking to create strong initiatives and campaigns that result in sustainable constructive impacts in social innovation and community resourcefulness. The future ensures those companies, who will be doing more to tackle priority reform and sustainable development areas will hold through as the competitive brands of the future and the ones who successfully see those challenges as opportunities for innovation, rather than risks to be alleviated. We offer CSR concept design, consultation and support execution of initiatives from concept to completion. We aim to create impact through the creation of impactful [partnerships](#) and [events](#) in the following thematic areas:

1. Government Reform: Based on government request and mandate as and when needed; we provide support on strategic reform initiatives through the abundant wealth of our members' potentialities, expertise and calibers. In addition, we seek every opportunity to work in collaboration, partnership and in empowerment of the government in line with their strategic initiatives and projects.
2. International Representation and Diplomacy.
3. International Development Projects.
4. Economic Evolution.
5. Digital Transformation Journeys.
6. Knowledge Innovation.
7. Integrative Health and Wellness.
8. Global Cultures and Agile Thought Leadership.

Please read thoroughly through our [website](#).



## Cultural Traits

We seek highly competent calibers that understand the value and potential with the T20 network and can enthusiastically commit to working with our team in building and creating the best way forward.

T20 Egypt believes in the quality of education, but without putting this education into effective use, growing one's skills, competencies, continued professional and academic development and bringing into effect a great spirit and added value to the greater team.

We belong to a community of those who have aspired to become the best and worked hard to make it happen. Therefore, if you think you have the following competencies and traits. Please connect with us on the position you see most convenient from our vacancies list.

### **You are an intra-preneur!**

You understand what it is to join a start-up culture, take risks, excavate opportunities, and connect the dots to get the best results and opportunities, resourceful and creative! You are a self-starter with inner drive of passion and motivation.

### **You own it!**

You have pride in what you do, have personal quality standards that you are committed to achieve at all times in alignment with T20 quality assurance and standards operations.

### **You are a community enabler!**

You engage and communicate in showcasing how we work within the team and outside of it in a way that aligns to our strategic goals and brand image.

### **You are a Brand Champion!**

You show highest standards of professionalism at all given times. Therefore, by any shape, mean or form, you are not lazy! You do not waste time at work neither claiming unnecessary breaks or unnecessary longer than usual breaks. You do not engage in any gossip centres of any kind. You have purpose at all times, respects the fact that is paid time and the only reason this is paid, it is because of someone' belief, passion and dedication in the immense value we bring as an association and in making it happen!

### **You are mature about your energy!**

This is to say you are a positive energy generator. You create clear purpose, effective presentations and promote positive energy for the people you want to work with, either this is your direct colleagues or externally outside of your team.



**You are a business Savvy!**

You know what you are talking about and if you do not you make a real effort to learn, grow and build knowledge. You have business adeptness that drives your inner curiosity to achieve more, learn more; get in-depth information about gaps, opportunities, potential business development lead. Moreover, while you are at it! You are doing it all with class! You display and work to achieve high business acumen levels at all times.

**You are a connector!**

You are making extensive efforts to listen intently and create opportunities to understand others' better; moreover, you take measure and invest efforts in putting this understanding in appreciated practical execution of the needs of T20 and affiliated ecosystem, stakeholders, etc. You ensure building trust and growing respect and more especially with those who have different views.

**You are a multi-tasker!**

You enjoy your work naturally and is convinced that it is a choice you have made to make a life! Therefore, you find it easy to be responsive at all needed time and surf life with multi-tasking.

**You “Walk the talk”.**

All corporate environments ask for ethics at the workplace, we are practical about it. Ethics and core values without real on the ground execution mean nothing and therefore we would want to ensure that those who belong to our team are able to think of the professional benefit of others as well themselves, have a collaborative spirit, an inner guard that drives them to respect themselves and others especially those who are different. You do not eavesdrop nor dip your nose in others' businesses; you do not blame, point fingers, complain, negatively nag, or bombard anyone with your negative energy! You are straightforward, honest to the highest degree and understands the value of a word and its equivalent impact in action! So ideally, that would mean, you use words wisely and you only speak when you have something valuable to add!

**You are accountable.**

You put the best of work quality in order to meet your commitment. In addition, at all times showing real dedication to the long terms vision of the organisation.

**You are confident!**

Now we know this is a life-long journey, but hey, we believe that personal dedication to learning and development, as well as, openness to new experiences foster miles ahead in personal best and confidence. You are not ashamed of being wrong and believe this is a route to learn it the right way, withstanding you do your best to get it right! You are not afraid of losing and start all anew the next morning with the same stamina and resilience.



**You are an influencer!**

You communicate clearly and effectively, you work at all time to become a PR magician by connecting the right dots so you have lit up networks at all possible times. You relate communications to circumstances and know how to tailor make and phrase your messages without affecting the quality and accuracy of the content. You are creative and adaptable when using a range of creative approaches to inform, persuade, extend beyond logical argument to influence decisions and actions in a way, which is inclusive, and engaging. You follow through with patience until you have consolidated results and never give up!

**You make it happen!**

You have a can-do, go-getter attitude. At all times, you provide constructive feedback withstanding the value, time and attention people around you are giving you. You deliver clear on-the-ball results, whilst challenging yourself and others to deliver and analyse how better results can be achieved. You achieve stretching results when faced by obstacles, uncertainty and throughout change.

Whether you are joining our team as a rising star or someone who has already rocked in their career, we hope that you shine in our environment and grow to a different dimension of your learning curve that serves your career aspirations. This is an environment for those who have personal pride to the best they can be.



## Equal Opportunities and Diversity

We want T20 Association to be an inclusive place to work. We aim to create opportunities for everyone with no differentiation made due to age, sex, disability, ethnicity or race, gender, religion or belief, or sexual identity.

We are committed to making sure there is no un-justified discrimination in our processes for recruitment and selection, performance management and pay, and that promotion and retention is fairly granted across all our operations. Our work is based on building meaningful, enduring and respectful relationships across different cultures. We cannot do this without a strong commitment to equality, diversity and inclusion.



## Benefits and Perks



- Salary increase is based on:
  - Annual performance/KPIs.
  - Achievements as per outlined and agreed with your line manager.



## Organisational Chart (October 2020 – October 2023)



## Business Function Brief Profiles:

### Community Outreach:

- online and offline marketing
- Events production from concept to completion.
- Members database management.
- Influencing marketing campaigns.
- Speakers, suppliers and vendors database production and management.
- Procurement process management in close collaboration with Legal and Financial Administration Manager.
- Value added content management from concept to completion.
- Managing all updates relevant to content in online and offline marketing tools and supervising designing, printing, quantities, quality standards and distribution of marketing collateral in all required events for T20 including business meetings packages, conference kits, workshops,...etc.
- Creation and managements of all T20 members gathering events.

### Strategic Partnerships and Advocacy

- Producing and managing sponsors and partners' list from concept to completion.
- Creating sponsors for all T20 events.
- Pitching and raising sponsorship funds.
- Production and managing the T20 Business development and growth strategy in close collaboration with other





departments.

- Creating business development opportunities and leads through advocacy campaign in close collaboration with Community Outreach team.
- Managing the growth of the T20 members and when necessary managing or creating T20 Chapters/volunteers.
- Thematic areas programming and advising.
- Annual CSR initiatives proposal and budgeting plan.
- Suggested partners list in close collaboration with Partnerships and Advocacy team.
- Fundraising management from concept to completion.
- International development collaboration projects from concept to completion.
- Technical content development from concept to completion.
- Managing and sustaining governmental relationships.
- Creation and management of T20 relevant expertise consortia to ensure best practices for all T20 high profile events and projects.

### **Legal and Financial Administration**

- Creation and timely execution of all necessary action plans to ensure all organisational operations from top to bottom are functioning in the best practice possible in line with governmental laws and regulations as per MoSS.
- Creation and timely communication and approvals for annual budgets, annual forecasting budgets (With closely with departmental managers) and procurement processes.
- Ensuring all signing and approvals to process any financial commitment on the organization is made in effective and timely manner.
- M&E and due diligence support to all areas of organizational operations.



## T20 Pay bands

Level	Responds to	EGP Per month
Payband 1	Senior Leadership	30 - 55 K
Payband 2	Middle Management	15 - 20 K
Payband 3	Young and experienced	7 - 10 K
Payband 4	Fresh graduates/entry level	3 - 5 K

Mobile and transportation allowances are provided as needed.



## Operational Viability Assumptions

- T2o will continue to hold its strategic value forward based on the history of its formation as a response to a presidential call.
  - A big part of this value is determined by the success of the organisation through the continuous building of a track record of evidence to the impact it is driving within its designated eco-system, alignment to national and international SDG's and governmental reform initiatives.
  - This requires a different team set-up (as above) for the organisation and consequently different approach to its operations.
  - Presidential calls for governmental support remain something T2o cannot control or manage on regular basis, as it is primarily led by the government.
  - The quality of output is mainly driven and bound to the quality of dedication T2o's board members and members.
- T2o will never surpass its existing size and position, unless its vision expands and is more defined to attract continuous momentum of partners and sponsors, also, setting realistic measures of success, KPIs and having a team that is supporting its mission as illustrated above.
  - T2o works in specific thematic areas that align to national and international SGDs and government reform initiatives.
  - T2o has a better opportunity to work on specific projects on annual basis, build a wider network, and develop best practice and successes to attract further partners.
  - Eventually, T2o becomes financially self-sustained and independent, as well as, uses more of a pull technique rather than a push one.
- As we build the capacity of the team to match the proposed organisational chart, we will work on certain initiatives in the 1-3 upcoming years to ensure the capacity of the current staff is matched with realistic deliverables and success measures.