



Director of Programmes

The Company

Clean Tech Hub is a pioneering hybrid hub for the research, development, demonstration and incubation of clean energy technologies in Africa, and their validation for commercial stage development. It is an early start-up incubator for inventions and innovations in clean energy, a consultancy for sustainability and energy efficiency solutions for organizations, and a driver of clean energy investment into Africa. Clean Tech Hub is focused on addressing Africa's energy poverty, increasing energy access through clean, renewable energy and sustainability.

Position Summary

Clean Tech Hub is seeking to recruit a results-driven **Director of Programmes** who will be responsible for researching, planning, developing and implementing all of CTH's programs. He/She will be responsible for the delivery and overall success of each program in a manner that adds the highest possible value to the organization.

Responsibilities

- Initiate and set goals for CTH programs according to the strategic objectives of the organization
- Plan the programs from start to completion involving deadlines, milestones and processes
- Devise evaluation strategies to monitor performance and determine the need for improvements
- Discover ways to enhance efficiency of programs and procedures
- Apply change, risk and resource management principles when needed
- Ensure program operations and activities adhere to legal guidelines and internal policies
- Keep senior management informed with detailed and accurate reports or presentations
- Develop a clear growth strategy and targets for partnership and fundraising at CTH.
- Carry out research and evaluation plans for new growth opportunities.
- Analyze current industry trends to identify business opportunities that would generate revenue resources and profitability.

- Maintaining and developing new projects, programs, and initiatives for the organization.
- Proposal development, build detailed brief and pitch ideas to multiple stakeholders.
- Assist in fundraising ventures, stakeholder engagements and building partnerships.

Essential knowledge and Requirements

- Must be committed and passionate about CTH's goal, objectives and mission.
- At least 5+ years proven experience as program director or other managerial position
- Thorough understanding of project/program management techniques and methods
- Highly knowledgeable in current trends as it relates to energy access and environmental and climate action.
- A strategic mind that is focused on execution.
- Strong networking and negotiation skills.
- Experience in building partnerships with local and international development donors.
- Extensive leadership experience and proven track record of people skill and motivating team members.
- Demonstrable ability to work creatively and analytically in a problem-solving environment.
- Ability to multitask, set priorities and manage time effectively.
- An excellent communicator – both written and oral, a critical thinker with an analytical approach to information – and able to present and pitch to multiple stakeholders.
- High level of proficiency, in MS Office and experience of working with information management systems/ databases.

Who you are

- A self- starter who is able to learn, work independently and passionately.
- You seek to take on new types of work, even without supervision.
- You show willingness to work, travel, and do what it takes to get the job done.
- You are comfortable with ambiguity and an ability to operate effectively in a changing context.
- You are able to react with appropriate levels of urgency to situations and events that require quick response.
- You can build strong relationships with clients and colleagues in a high paced environment.

- You have a healthy dose of curiosity, innovation in delivery and timely delivery in tasks.
- You must speak and write well and have a reasonably good command of English language usage and structure.