



## Hub Coordinator

### 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.

### Role Summary

The Hub Coordinator is a strategic, administrative, and operations-focused role. The ideal candidate will support the day-to-day management of Clean Technology Hub's co-working office space, including the promotion, rental, and coordination of the office spaces. In addition, he/she will play a vital role in supporting programmatic activities within the space by organizing developer programs, startup boot camps, training sessions, and sustainable ecosystem events. This is an exciting opportunity to join a mission-driven team advancing clean energy innovation in Africa.

### Key Responsibilities:

- Promote and manage occupancy of co-working spaces, open-plan offices, and private office units.
- Actively market the Hub's facilities to startups, freelancers, small businesses, and organizations in the clean energy and sustainability sectors.
- Develop and implement strategies to attract and retain tenants and co-workers.
- Maintain positive relationships with resident startups and clients, ensuring high customer satisfaction and retention.



- Support the day-to-day operations of the Hub, ensuring a clean, safe, and well-functioning working environment.
- Maintain comprehensive records and prepare daily, weekly, and monthly reports on occupancy, program engagement, finances, and operational metrics.
- Oversee basic budgeting and fiscal operations for the space in line with Clean Technology Hub's policies.
- Review and improve operational processes to maximize efficiency and user experience.
- Build and maintain partnerships with relevant stakeholders, including government agencies, tech institutions, other innovation hubs, development partners, civil society organizations, and the media.

### Requirements

- Minimum of a second-class lower Degree in the social sciences, humanities or related fields from a reputable university.
- Minimum of 2 years in the technology and innovation ecosystem
- Minimum of 2 years experience managing a Hub.
- Demonstrable team-oriented personality and leadership skills.
- Proven project development, fundraising, and project implementation skills.

### Application Process:

**Contract Type:** Full-time

**Deadline:** TBD.

**Apply:** Please [apply here](#) using>: “Your name”, Hub Coordinator as the title of your resume.