

**Job Title:**

Program Assistant

Location: Abuja, Nigeria (Onsite)

About Clean Technology Hub

Clean Technology Hub works at the intersection of clean energy, climate action, and environmental governance. We design and deliver solutions that expand energy access, accelerate clean energy adoption, and strengthen community resilience across Nigeria and Africa.

Role Summary

We are seeking a motivated and detail-oriented Program Assistant to support the planning, coordination, and delivery of our clean energy, climate, and governance programmes. The role involves research, donor engagement support, project implementation, and stakeholder coordination to ensure effective programme outcomes. This position offers an excellent opportunity for an early-career professional to develop skills that align with future programme officer responsibilities in sustainability and development work.

Key Responsibilities

- Support the design, implementation, and monitoring of projects across energy, climate, and governance.
- Conduct desk research, draft reports, and contribute to knowledge products.
- Assist with proposal development, fundraising activities, and donor reporting.
- Provide logistical and coordination support for workshops, training, and field activities.
- Track project timelines, budgets, and deliverables to ensure compliance.
- Maintain programme documentation, correspondence, and databases.
- Engage with partners, stakeholders, and beneficiaries to support project delivery.
- Contribute to internal and external communications on programme activities.

Requirements



- Minimum of BSc or HND in Environmental Science, Social Sciences, Development Studies, or related field.
- Over 1 year relevant experience in programme management, research, or development support.
- Strong analytical, organizational, and multitasking skills with attention to detail.
- Good communication and stakeholder engagement skills.
- Ability to use MS Office Suite; familiarity with project management or collaboration tools is an advantage.
- Proactive, willing to learn, and able to support diverse programme areas.

Contract Type: Full-time

Deadline: (TBD)

Apply: [apply here](#) using>: “Your name”, Program Assistant as the title of your resume.