



**Job Title: Junior Associate – Enterprise Development Program (EDP)**

**Location: Abuja, Nigeria**

**Job Type: Full-Time**

**Reports To: Enterprise Development Program (EDP) Manager**

### **About Clean Tech Hub**

Clean Tech Hub is a leading hybrid hub driving clean energy research, development, incubation, and commercialisation in Africa. We support early-stage innovators, provide sustainability and energy efficiency consulting, and mobilise investment into the renewable energy sector. Our mission is to expand energy access, reduce energy poverty, and accelerate sustainable development across the continent.

We operate at the intersection of technology, entrepreneurship, and impact, providing a platform for innovators, startups, and businesses to develop and scale clean energy **solutions**.

### **Role Overview**

The Junior Associate will support the design, delivery, and expansion of Clean Tech Hub's enterprise development programs. You will work closely with program managers, mentors, and external

stakeholders to coordinate activities, monitor performance, and enhance program impact. This role is ideal for a motivated individual who seeks hands-on experience in clean energy incubation, partnership, management, and program delivery.

### **Key Responsibilities**

#### **Program Coordination & Execution**

- Assist in the management and growth of clean energy incubation and acceleration programs.
- Develop strategic work plans and timelines to ensure program scale, sustainability, and impact.
- Organise and coordinate enterprise support events, hackathons, innovation challenges, and community engagements.
- Plan and execute workshops, trainings, sector-specific forums, and networking events.

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## Stakeholder & Partnership Management

- Build and maintain strong relationships with partners, mentors, facilitators, and innovation hubs.
- Identify potential collaborations, sponsorships, and partnership opportunities to enhance program growth.
- Recruit, train, and manage volunteers supporting program implementation.

## Research, Monitoring & Evaluation

- Conduct research on energy, technology, and development trends to inform program strategy.
- Collect, analyse, and report on program data to track performance and impact.
- Assist in grant writing & application /funding pitch, reporting, and documentation of program outcomes.
- Support monitoring, evaluation, and learning (MEL) activities across programs.

## Cross-functional Collaboration

- Collaborate with internal teams to deliver cross-departmental initiatives, campaigns, and projects.
- Support internal communication and reporting related to program activities and results.



## Qualifications & Skills

- Bachelor's degree in Business, Development Studies, Environmental Sciences, or related fields.
- 1–3 years of experience in program management, business development, or stakeholder engagement.
- Strong organisational, planning, and multitasking skills.
- Excellent communication, interpersonal, and relationship-building abilities.
- Experience in event planning, partnership development, and volunteer coordination.
- Proficiency in Microsoft Office; familiarity with project management tools preferred.
- Strong interest in clean energy, innovation, and sustainable development.
- Demonstrated research skills in energy, development, or related sectors.

## What We Offer

- A dynamic environment driving clean energy solutions and impact.
- Opportunities to work with innovators, sector leaders, and international partners.
- Exposure to a wide range of clean energy technologies and enterprise development programs.
- Professional growth opportunities within program management, strategy, and development.
- Hands-on experience in project design, monitoring, and evaluation.

## How to Apply

If you are passionate about eco-friendly Green technologies, Innovation, and development, and ready to take on a new challenge, we encourage you to please apply [here](#) using>: “Your name”, e.g, Personal Assistant: “James Smith” as the subject title of your resume.

Or Submit your resume and a cover letter detailing your relevant experiences to [cthhr@cleantechnologyhub.org](mailto:cthhr@cleantechnologyhub.org)



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