



Personal Assistant to the CEO on Special Projects

Location: Abuja (Hybrid Role)

Reports to: The CEO

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 and increasing energy access through clean, renewable energy and sustainability.

About this Role

At Clean Technology Hub, we are dedicated to driving sustainable development through innovation, clean energy, and climate-focused solutions. The Personal Assistant to the CEO plays a critical role in ensuring the smooth operation of the executive office and supporting the CEO's ability to lead effectively. This position is pivotal in enabling high-level decision-making, maintaining strategic focus, and fostering seamless communication across internal and external stakeholders. You will be the organizational linchpin supporting one of the most dynamic sustainability organizations in the region.

- **What You 'll Do**

- As the personal Assistant on Special Project to the CEO, your core responsibilities will include:
- **Calendar & Schedule Management:**
Coordinate and manage the CEO's calendar by prioritizing meetings, resolving conflicts, and proactively scheduling appointments with internal teams and external partners.
- **Travel Coordination:**
Organize comprehensive travel arrangements, including travel authorizations, flight



bookings, hotel reservations, visa applications, airport transfers, and expense reports. Ensure all travel adheres to the company's travel policy.

- **Meeting & Event Support:**

Assist in the planning and execution of internal and external meetings and events. This includes preparing agendas, coordinating presentations, managing vendors and logistics, and ensuring smooth execution.

- **Information & Document Management:**

Provide cross-functional administrative support to all business units, including effective document filing, data management, and maintaining accurate corporate records.

- **Office Administration:**

Oversee general office operations such as maintaining supplies inventory, organizing documents, minute-taking, and basic bookkeeping to support a productive work environment.

- **Podcast Production & Website Updates:**

- Collaborate closely with the CEO on developing and executing the CEO Series which will run twice weekly. Managing the upload and publication of episodes on the CTH website and YouTube channel. Coordinating the end-to-end production of podcast episodes, updating the website regularly to reflect new contents.

- **Speech Writing:**

- Draft and refine speeches, talking points, and presentations for the CEO and other leadership team members for public engagements, conferences, internal events, and partner meetings. Ensure alignment with CTH's voice, values, and strategic messaging.

- **Grants & Funding Support:**



- Support grant funding work by reviewing and editing grant applications, preparing supporting documents, ensuring compliance with donor requirements.
- **What We Are Looking For:**
- We are seeking a highly organized, reliable, fast acting, forward thinking person who can thrive in a fast-paced environment and be willing to take initiatives.
 - **Requirements:**
- Bachelor's degree in Communications, Media, Public Relations, English, International Relations, or a related field and a minimum of 2 years experience in a similar executive support or project coordination role.
- Experience with podcast production or media content development is an added advantage.
- Strong analytical and research capabilities for supporting podcast themes, speeches, and grant applications.
- Excellent writing and editing skills for drafting speeches, blog posts, and grant-related documents.
- Basic knowledge of podcast production workflows and tools (e.g., editing software, publishing platforms).
- Familiarity with updating content on WordPress or similar CMS platforms.
- Strong attention to detail, ability to prioritize and meet deadlines in a dynamic environment.
- Must understand the weighty responsibilities of the CEO's office and maintain high integrity in handling sensitive information regarding the CEO's office.
- Proactive and self-motivated. Creative and solution-oriented. Flexible and open to evolving responsibilities.
- Strong interpersonal skills and emotional intelligence.
- Excellent time management and organizational abilities.

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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 cthr@cleantechnologyhub.org



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