



**Job Title: Junior Associate, Podcast production & CEO Support**

**Location: Abuja, Nigeria**

**Type: Full-time(hybrid)**

**Reports to: Asst Manager, Media and Comms**

## 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 Junior Associate – Podcast Production & CEO Support is responsible for supporting the production of high-quality podcast content and providing dedicated assistance to the CEO on podcast-related storytelling, content development, and coordination. The role requires creativity, organization, and strong communication skills to translate clean energy and sustainability topics into compelling and accessible narratives.

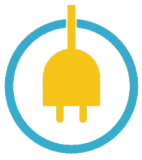
## Key Responsibilities

### 1. Podcast Production Support

- Support the planning, recording, editing, and publishing of podcast episodes
- Coordinate podcast schedules, guest bookings, and recording sessions
- Prepare episode briefs, scripts, and show notes
- Manage podcast distribution across platforms (e.g., Spotify, Apple Podcasts)
- Ensure audio quality and oversee basic editing or liaise with external editors
- Track podcast performance metrics and prepare periodic reports

### 2. Storytelling & Content Development

- Contribute to the development of storytelling frameworks for podcast episodes
- Research and develop content on clean energy, climate innovation, and sustainability



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- Translate technical topics into engaging, audience-friendly narratives
- Draft podcast scripts, interview questions, and promotional content
- Support content creation for social media and marketing campaigns linked to the podcast

### 3. CEO Support (Podcast & Storytelling Focus)

- Provide administrative and coordination support to the CEO on podcast-related activities
- Manage the CEO's podcast calendar, including scheduling recordings and meetings
- Prepare briefing notes, talking points, and background research for podcast appearances
- Document key insights, action points, and follow-ups from podcast discussions
- Support the execution of the CEO's storytelling strategy across platforms

### 4. Coordination & Communication

- Liaise with internal teams, partners, and podcast guests
- Ensure timely communication and follow-ups with stakeholders
- Maintain organized records of podcast assets, contacts, and documentation

## Qualifications & Experience:

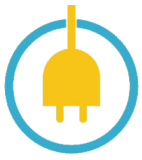
- Bachelor's degree in social sciences, international development, or other relevant related field;
- Proven experience in knowledge management, content management, or a related area.
- Strong organizational skills with meticulous attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in knowledge management tools and systems (e.g., SharePoint, Confluence, etc.).
- Ability to work collaboratively across diverse teams and stakeholders.
- Analytical mindset with the ability to interpret data and trends.

## Abilities, Skills & Attributes:

- Ability to analyze complex information and data to derive insights and improve knowledge management strategies.
- Excellent verbal and written communication skills to effectively convey information and facilitate knowledge sharing across teams.
- Strong organizational abilities to manage multiple tasks and projects concurrently while maintaining attention to detail.
- Proven ability to work collaboratively with cross-functional teams and stakeholders to achieve common goals and objectives.
- Flexibility to adapt to changing priorities and requirements in a fast-paced environment.
- Proficiency in knowledge management tools and software (e.g., SharePoint, Confluence, etc.) and ability to quickly learn new technologies.
- Strong problem-solving skills to identify issues, evaluate options, and implement effective

No 1, Sarki Tafida Street, Opp NCBN, Guzape, FCT, Abuja

[info@cleantechnologyhub.org](mailto:info@cleantechnologyhub.org) +2348096024444



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solutions.

- Self-motivated with a proactive approach to work and continuous improvement.

For interested applicants, follow the [link](#) to our jobs form: