



Africa
Foresight
Group

Job posting: Programme coordinator

Start date: December 2020

Tier of role: Analyst

Africa Foresight Group ([AFG](#)) is an African-owned and managed talent network that offers freelance consulting services across the continent. At AFG, we aim to build African companies into global champions by offering world-class and locally accessible services. We are excited to work with talented, international leaders with a whole-hearted commitment to contributing to sustainable growth in African economies. We pride ourselves in being a home to young top talent with extraordinary ambition.

As the programme coordinator at AFG, you will be reporting to the Practice Manager of the Firm and help building exciting growth programmes for the company. These include coordinating leadership trainings, online webinars, supporting the research of African companies and preparing negotiations with programme partners. You will also be in charge of putting together major events in close collaboration with our consultant teams.

Who you are

- You are passionate about private sector development in Africa
- In your 1-2 years of working experience, you have focused on working in the African private sector and/or NGOs that focus on building stakeholder networks
- You hold a BSc Degree from a leading African or foreign tertiary institution; MSc is great but not a must
- Throughout your career, you have developed a strong entrepreneurial spirit and “can do” attitude
- Researching strong content, building compelling presentations and strategic brainstorming are things you do in your sleep
- You are a strong communicator, both in writing and verbally, who can build relationships with people at ease
- You are passionate about bringing people together and have a creative approach to building stakeholder experiences
- Direct feedback is a must for you and working in a fast-paced team environment does not scare you, but rather motivates you
- You care about working in a highly supportive environment with team members who are dedicated and help each other



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Your responsibilities

- Administer activities of both new and existing programmes under close supervision of the practice manager
- Track progress of all programmes on a regular basis
- Support the development of partnership proposals for existing and new programmes
- Coordinate the marketing of each programme in close collaboration with our communications team
- Collect feedback from partners and programme beneficiaries on a regular basis

What we offer

- Competitive, incentive-based remuneration
- Working in a flexible, vibrant team environment
- Constant opportunity to grow
- International exposure
- Purpose-driven work experience

If you are interested in this position, please e-mail your application to recruitment@africaforesight.com by no later than 23rd November 2020.