



RÉPUBLIQUE TOGOLAISE

Ministère de l'Économie Numérique
et de la Transformation Digitale

Job Description : POD Manager (M/F)

The Ministry of Digital Economy and Transformation is seeking a highly motivated and detail-oriented Innovation Pod Manager to lead and manage the operations of a regional innovation pod. The successful candidate will work closely with local teams, stakeholders, and entrepreneurs to implement innovation programs and initiatives that address local needs, foster creativity, and contribute to regional development.

MINISTRY OF DIGITAL ECONOMY AND TRANSFORMATION (MENTD)

Place : Lomé, Togo

Position Type : Full Time

CONTEXT

Togo has been experiencing a notable growth of its digital economy and digital sector, guided by ambitious long term government policies, including “Togo 2025 Government Roadmap”, where three-quarters of reforms and projects include a digital component. To support the “Togo 2025 Government Roadmap”, Togo has then developed a “Digital Togo 2025 strategy”, structured around three axes: (i) include all citizens in the society and the economy; (ii) digitalize public and social services; and (iii) accelerate the transformation of the economy and make Togo a digital hub. Each pillar comprises three programs.

One of the priority programs of the third pillar of the Digital Togo 2025 strategy is the creation of an ecosystem of innovation and digital talent. This program aims to create a favorable environment for learners, teachers, startups and entrepreneurs in the digital sector, in order to improve the quality of education, employability of young people, economic diversification and demand-driven innovations, thus stimulating economic growth. The program will be deployed through creation of a Tech Hub and a Knowledge Network. The campus of the Tech-Hub will be established in Lomé. Satellites of the Tech-Hub, called Pods, will be located closer to the different communities across the country. Entrepreneurs can visit them for advice or guidance to improve their businesses. The target is to have at least one Innovation Pod in each of the 117 municipalities of Togo. The innovation pod can act like a Small Business Administration (SBA) offering several value-added services offered (e.g., form filling, market studies (junior companies). In this context, MENTD is seeking a Pod Manager.

MISSIONS AND RESPONSIBILITIES

- **Manage the day-to-day operations of the innovation pod**, ensuring the successful execution of local programs and initiatives.

- ❑ **Develop and implement customized pod programming**, including workshops, hackathons, training sessions, and other activities designed to foster innovation and entrepreneurship.
- ❑ **Coordinate with regional stakeholders**, including local governments, private sector partners, community organizations, and academic institutions, to align pod activities with local development needs and opportunities.
- ❑ **Support the execution of national innovation strategies** at the regional level, ensuring that pod activities align with overarching national objectives while allowing for regional adaptation and creativity.
- ❑ Facilitate collaboration between entrepreneurs, startups, and local innovators, providing them with the tools, resources, and guidance needed to succeed.
- ❑ **Monitor and track the progress of innovation projects** within the pod, using data and feedback to evaluate program effectiveness and recommend improvements.
- ❑ **Manage the allocation of resources and budgets for the pod**, ensuring efficient use of funds and adherence to financial guidelines.
- ❑ **Build relationships with local entrepreneurs**, business leaders, and community organizations to foster a culture of innovation within the region.
- ❑ **Provide mentorship and support to pod participants**, helping them navigate challenges and develop their innovation ideas into viable projects or businesses.
- ❑ **Promote the achievements and successes of the pod to stakeholders**, including local government officials, community leaders, and the public, through effective communication and reporting.

SKILLS AND QUALIFICATIONS

- ❑ **Bachelor's degree** in public administration, Business Administration, Innovation Management, or a related field.
- ❑ **A minimum of 3-5 years of experience in innovation** management, project management, or community development, preferably in a public sector or local government context.
- ❑ **Synthesis and analysis skills, excellent communication and presentation skills** (written/oral).
- ❑ Ability to work in a **multicultural environment**.
- ❑ Strong **leadership skills, methodical and organized**, focused on achieving goals.
- ❑ **Integrity, loyalty**, and the ability to **handle confidential and sensitive issues**.
- ❑ Proficiency in **standard computer tools and software** (Microsoft Office, Gmail, etc.).
- ❑ **Ability to work collaboratively** in a team environment while also being self-motivated and capable of working independently.
- ❑ Proficiency in **French is required**.

How to join the adventure ?

Please send your CV on the following email address:

recrutement.cabinet@numerique.gouv.tg, specifying in the subject of your email "Application for the position of [POD Manager]". If you are shortlisted, you will have the opportunity to demonstrate your skills during the interview where you can share your experience and aspirations.

The deadline for receiving applications is set for Tuesday, December 31, 2024, at 5:30 PM (GMT).

