



RÉPUBLIQUE TOGOLAISE

Ministère de l'Économie Numérique  
et de la Transformation Digitale

## Job Description : Assistant Director (M/F)

The Ministry of Digital Economy and Transformation is seeking a proactive and results-driven Assistant Director to support the management and coordination of innovation efforts across subnational regions. The successful candidate will work closely with the Director of Innovation to oversee the operations of local innovation pods, facilitate regional collaboration, and contribute to the development and execution of programs designed to drive local innovation and 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). To execute and monitor this program, the Ministry of Digital Economy and Transformation (MENTD) is establishing a National Innovation Agency.

The mission of the National Innovation Agency is to promote, support and facilitate innovation in various sectors to stimulate economic, social and technological development. In this context, MENTD is seeking an Assistant Director for the National Innovation Agency.

## MISSIONS AND RESPONSIBILITIES

- Support the **strategic positioning and coordination of innovation pods across various regions**, ensuring alignment with national objectives while fostering decentralized innovation.
- Assist in **designing and customizing regional pod programming**, including workshops, hackathons, and training sessions, tailored to local needs and in collaboration with pod managers and local entrepreneurs.
- Coordinate with the National Director of Innovation to **ensure alignment of pod programming and content across regions**, contributing to a cohesive national innovation strategy.
- **Oversee the day-to-day operations** of assigned subnational innovation pods, providing operational support and ensuring adherence to program goals and timelines.
- **Foster collaboration** between local governments, community organizations, private sector partners, and academic institutions to support regional innovation efforts and address local challenges.
- **Monitor the progress and impact of innovation initiatives**, developing metrics to assess success and using insights to refine strategies and inform continuous improvement.
- **Assist in resource management**, ensuring that budgets and allocated resources for each innovation pod are efficiently utilized and aligned with organizational objectives.
- **Promote the achievements of regional innovation pods through effective communication strategies**, showcasing their contributions to local development and innovation.
- **Mentor and support local teams** within the innovation pods, helping to identify capacity gaps and providing resources and guidance to enhance their ability to drive innovation.
- **Assist in preparing reports, presentations, and communications related to pod activities**, progress, and outcomes for senior management and key stakeholders.

## SKILLS AND QUALIFICATIONS

- **Bachelor's degree** in public administration, Business Administration, Innovation Management, or a related field.
- **A minimum of 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 both **French and English 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 **[Assistant Director]**". 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).**