



RÉPUBLIQUE TOGOLAISE

Ministère de l'Économie Numérique
et de la Transformation Digitale

Job Description : Program Assistant (M/F)

The Ministry of Digital Economy and Transformation is seeking a proactive and detail-oriented Program Assistant to support the Director of the National Innovation Agency. The successful candidate will play a key role in assisting with program management, administrative tasks, contributing to the overall effectiveness of the agency's initiatives.

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. 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 a Program Assistant for the National Innovation Agency.

MISSIONS AND RESPONSIBILITIES

- **Provide comprehensive administrative assistance** to the Director, including managing calendars, scheduling meetings, and preparing meeting agendas and minutes.

- ❑ **Support budget tracking** and financial reporting related to programs, ensuring compliance with agency policies.
- ❑ **Assist in the planning**, implementation, and monitoring of programs and initiatives, ensuring that timelines and objectives are met.
- ❑ **Conduct research on innovation trends**, best practices, and potential partnerships, compiling relevant information to support program development.
- ❑ **Prepare reports**, presentations, and other documentation to communicate program progress and outcomes to stakeholders.
- ❑ **Assist in organizing workshops**, seminars, and other events to promote innovation initiatives and engage 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 administrative support, program coordination, or project management, preferably in a public sector or non-profit environment.
- ❑ **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 [**Program Assistant**]". 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).