

Position

Director – NanaTech Program (EN)

Context

NanaTech is an initiative of the Togolese government, led by the Ministry of Digital Economy and Digital Transformation (MENTD). This initiative aims to promote the emergence of women entrepreneurs and Togolese female talents in the digital sector and beyond, with the ambition of making them references on the continent and even globally.

The NanaTech initiative will be an integral part of the programs of Djanta Tech Hub, which aspires to be a bilingual center of excellence and reference for supporting digital entrepreneurship and training in new digital professions.

For the year 2024, the NanaTech initiative offers 5 complementary programs funded by the Millennium Challenge Corporation, through the Millennium Challenge Account - Togo (OMCA-Togo), as part of the grant agreement signed between the Government of Togo and the Government of the United States of America for the implementation of the Threshold Program.

Role of the Director

The director of NanaTech will play a crucial role in ensuring the sustainability of the initiative. They will be responsible for monitoring and evaluating ongoing programs, ensuring the continuity of the initiative by creating synergies with existing programs, or participating in the definition and implementation of complementary programs, all dedicated to strengthening women's capacities in the digital field. They will ensure that the programs align with the country's strategic vision and ambitions.

They will ensure the development of partnerships for the entire program. They will manage the integration and coordination of teams or stakeholders involved in the implementation of the programs.

They must foster a culture of excellence and rigor within the teams in the implementation of various actions to guarantee effective results that have a positive and lasting impact. This is an on-site opportunity and requires being based in Lomé.

This position requires management skills in a dynamic, highly agile environment, with multiple and diverse stakeholders, and a balanced application of expert judgment.

Key responsibilities

- Strategic Framework Development:
 - Work with MENTD and the Agency Togo Digital (ATD) to ensure the sustainability of existing programs and/or the launch of new complementary programs.
- Operational Leadership:
 - Work with partners to establish and execute detailed operational planning;
 - Ensure the daily operations of the program and/or project are monitored to maintain operational excellence in delivering activities;

- Implement effective systems and processes to ensure the smooth operation of the NanaTech brand.
- Partnership and Business Development:
 - Actively engage and establish new operational alliances by cultivating relationships with key business partners and stakeholders from the private sector and civil society to enhance program visibility;
 - Participate in the co-creation of a high-level innovative program portfolio to address various segments and targets.
- Performance Management:
 - Rigorously monitor and evaluate performance indicators, ensuring they align with program objectives and communicate these results to relevant stakeholders.
- Network Expansion:
 - Cultivate and maintain a contact list of individuals in various industries for potential collaborations.
- Resource Mobilization:
 - Work to secure strategic funding and resources from philanthropic and corporate sources.
- Stakeholder Relationship Management:
 - Develop and maintain professional, courteous, and effective relationships with stakeholders and ecosystem actors;
 - Establish a monitoring mechanism to stay informed about the latest technological developments and within the entrepreneurship and innovation ecosystem.
- Team Development and Management:
 - Oversee team performance and professional development by setting clear objectives and responsibilities and conducting monthly evaluations.
- Exceptional Communication Skills:
 - Ability to communicate complex ideas clearly and effectively, orally and in writing, in English and/or French.
**Being bilingual would be an asset.

Qualifications, Skills, Experience

Educational Qualifications:

- A minimum of a Master's degree in business management, information and communication science, or a related field.

Professional Experience:

- At least 8 years of leadership experience in the digital industry, business development, or a related field;
- Proven track record in managing operations and personnel in a dynamic environment;
- Experience in strategic planning and execution with tangible results;

- Demonstrated ability to obtain and mobilize funding from various sources (governmental, non-governmental, and private entities);
- Ability to develop various strategic partnerships (experience in developing the innovation ecosystem would be a plus).

**Having a network of contacts that can contribute to the positioning of NanaTech Hub within the Togolese ecosystem and in the sub-region would be an asset.

**International work experience in a similar position would be an asset.

Skills:

- Leadership skills:
 - Leadership skills with the ability to inspire and motivate a diverse team;
 - Experience in building and leading a multidisciplinary and high-performing team;
 - Ability to establish and maintain effective working relationships with a diversity of stakeholders.
- Strategic thinking and vision:
 - Forward-thinking vision with the ability to anticipate future trends and their implications on the NanaTech program to ensure the sustainability of the initiative.
- Financial skills:
 - Strong financial management skills, including budget preparation, analysis, and communication.
- Communication and networking:
 - Excellent verbal and written communication skills in English and/or French.

Being bilingual would be an asset.

- Project/Program management:
 - Proven project management skills, including the ability to oversee multiple projects simultaneously;
 - Experience in defining responsibilities, performance objectives, tracking progress, and mitigating risks.
- Problem-solving:
 - Excellent problem-solving skills and the ability to make sound decisions under pressure in light of NanaTech program's strategic and operational objectives.
- Cultural sensitivity:
 - Sensitivity and understanding of diverse cultures and communities.

Position details

- **Location:** Lomé, Togo (in-person).
- **Initial contract duration :** A minimum of one year, negotiable during the job interview.
- **Contract type:** Employment contract under Togolese law, or consultancy contract.

Salary: fixed and variable salary to be defined according to the profile chosen (depending on skills, level of training and level of experience).

Note: At the end of the CV evaluation, the best candidates will be invited to an interview (in French and/or English). They will be asked to demonstrate their skills and aptitude concretely based on their previous experiences.