



## **Junior Consultant Administration & Project Manager – [Administration & Project Management Department]: Transforming Africa's Sustainable Socio-Economic Development through Investment, Consulting, and Advisory.**

PIF Africa drives Africa's sustainable growth through advisory, consulting, and investment — learn more at [www.pifafrica.org](http://www.pifafrica.org)

### **Role Overview:**

PIF Africa's Administration & Project Management team is seeking a Junior Consultant (Admin & Project Manager) to support and strengthen its core mandate. The department's core mandates are delivering cross cutting operational support through administration, project management of all deliverables, projects, mandates and more, stakeholder management, procurement, meeting management, logistics, and documentation to ensure smooth execution across the organization, which contributes directly to strategic goal of the organization and its clientele. The details of the deal candidate and what will be done is provided in the JD below.

### **Who You Are:**

ND/HND/Bachelor's degree (or equivalent experience) in Business Administration, Project Management, Operations, Supply Chain, Accounting/Finance, Social Sciences, or related fields is helpful.

6–18 months exposure in admin, operations, procurement, logistics, project support, facilities, or similar (this can include internships, volunteering, NYSC, student roles, or personal projects).

Strong organization and documentation skills, with solid filing discipline, naming conventions, and record keeping.

Comfortable coordinating people and vendors, following up politely, and keeping request statuses updated.

Proficiency in Google Workspace or Microsoft Office (Docs/Word, Sheets/Excel, Slides/PowerPoint), and comfort using shared trackers.

Reliability, attention to detail, service mindset, professionalism, and openness to feedback and continuous improvement.

## **What You'll Do:**

Support day-to-day administrative and project management operations by executing procurement, logistics, facilities, documentation, bookings and internal support tasks using approved SOPs; and escalating issues early to ensure smooth service delivery.

Maintain an up-to-date subscription register (vendor, plan, seats/licences, cost, billing cycle, renewal dates, and owner); ensure subscriptions are activated on time; process payments promptly; and coordinate renewals, upgrades/downgrades, and cancellations as applicable.

Support vendor onboarding and vendor management by collecting and maintaining required documentation (for instance CAC, TIN, bank details, proposals), completing onboarding using approved templates, and maintaining organised vendor folders with correct naming conventions.

Track vendor performance and support cost control by comparing quotes, monitoring spends, flagging variances for escalation, and recommending improvements or replacements where needed.

Support operational delivery through task management and follow ups, checklists; ensure meeting minutes are taken and turned into action items and that tasks are created in Zoho Connect & Bitrix and relevant PM platforms.

Support bookings and scheduling by handling meeting room bookings, courier pickups, travel requests, printing orders, and related confirmations with vendors/coworking operators; and maintain a traceable bookings/operations log.

Request invoices from vendors on brand materials, office management, meetings management and so on; ensure timely payment; document receipts; and send same to vendors for record keeping.

Support asset tracking by tagging and updating assets in the asset register; track distribution of items (for instance gifting, supplies, equipment); maintain issuance logs; and plan maintenance checks, repairs, replacements and additions.

Handle internal customer feedback tracking by preparing and sharing organisation wide surveys or administering feedback forms, tracking responses, reviewing for recommendations and escalating recurring issues or patterns.

Support stakeholder coordination by providing status updates to internal teams, following up on requests, ensuring timely delivery of supplies/documents, and engaging external vendors/couriers/print houses using approved templates; while tracking delivery statuses and correspondence records.

### **Cross-Cutting Capabilities**

All PIF Africa Consultants, regardless of level or role, must demonstrate some core capabilities, kindly see link attached - [Here](#)

**Format:** Remote

**Why Join Us?** Kindly see link attached - [Here](#)

### **How to Apply:**

Interested candidates should apply [here](#). Kindly note, only shortlisted applicants will be contacted for the next stages of the recruitment process. PIF Africa is an equal opportunity employer and welcomes applicants from diverse backgrounds.

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#Sustainable Development #Consultant