



***Transforming Africa's Sustainable Socio-Economic Development through Investing, Consulting, and Advisory***

**Junior Consultant, Administrative Operations**

**Department: Administration & Project Management**

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

**Role Overview:**

PIF Africa's Administration & Project Management team is seeking a Junior Consultant, Administrative Operations to support and strengthen the organisation's day-to-day administration, logistics, procurement, facilities, travel, vendor, asset, IT subscription, and records management operations. The role ensures that teams have the operational support, bookings, documentation, approvals, service providers, trackers, and follow-up required to deliver smoothly across PIF Africa's mandates, meetings, retreats, client engagements, and country-level (international and in country) activities.

**Who You Are:**

- ND/HND/Bachelor's degree (or equivalent experience) in Business Administration, Operations, Supply Chain, Accounting/Finance, Social Sciences, or related fields is helpful.
- 6–18 months exposure in administration, operations, procurement, logistics, facilities, travel coordination, office support, vendor support, or similar; this can include internships, volunteering, NYSC, student roles, or personal projects.
- Strong organisation and documentation skills, with solid filing discipline, naming conventions, tracker management, and record keeping.
- Comfortable coordinating vendors, hotels, airlines, transport providers, coworking operators, couriers, and internal teams with professionalism and timely follow-up.
- Good attention to detail across bookings, invoices, expense records, approvals, thresholds, payments, receipts, vendor correspondence, and internal requests.
- Proficiency in Google Workspace or Microsoft Office, with comfort using shared trackers, Zoho Connect, Bitrix, or other operational platforms; reliable, discreet, service-minded, and open to feedback.

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

### **1) Internal Service Delivery & Quality Control**

- Support day-to-day administrative operations by executing procurement, logistics, facilities, documentation, bookings, office support, internal service requests, and coordination tasks using approved SOPs, templates, and trackers.
- Develop, maintain and circulate "how-to" operational guides for team members: how to use task boards, how to log issues, how to submit expense memos, how to request payments, and other internal SOPs.
- Maintain a traceable operations log showing request owners, approvals, deadlines, next steps, escalations, and completion evidence; provide status updates and flag delays early.

### **2) In-country & International Travel, Logistics Coordination**

- Coordinate, source, plan and book flights, hotels, road transport, airport transfers, meeting spaces, printing, courier pickups, itineraries, participant lists, travel documentation reminders, and booking confirmations for meetings, retreats, client engagements, country activities, and out-of-station travel.
- Conduct bookings for team members within PIF Africa and clientele.
- Maintain travel trackers covering movement dates, accommodation, transportation, passports or travel documentation, approvals, estimated and actual costs, payment status, and escalation contacts.
- Maintain institutional travel resources including approved airlines, hotels, road transport companies, third party platform account records, discount arrangements, hotel and travel thresholds, new airline or route updates, and practical logistics notes by country or city.

### **3) Procurement, Vendors, Service Providers & Partnerships**

- Support procurement and vendor management by collecting and maintaining required vendor documents, for instance CAC, TIN, bank details, proposals, quotes, invoices, receipts, service agreements, and correspondence, using approved folder structures and naming conventions.
- Coordinate hotels, airlines, transport companies, couriers, print houses, coworking operators, IT support vendors, maintenance providers, and other administrative vendors.
- Coordinate outsourced IT vendors and enforce responsiveness: log issues, track resolution timelines, escalate where needed, and ensure work is documented for traceability.
- Compare quotes, monitor spend, request invoices, support timely payment processing with Finance, document receipts, send payment confirmations where required, track performance and SLAs, and flag cost variances, vendor risks, or replacement needs for escalation.
- Coordinate invoices and payment support with Finance: request invoices, confirm deliverables, track receipts, and ensure payment evidence is saved and shared appropriately.

### **4) Facilities, Office Services, Assets & IT Operations**

- Support the management of PIF Africa's office and coworking arrangements, including Regus or serviced-office relationships, payments, service upgrades or downgrades, meeting room bookings, facilities issues, access needs, supplies, maintenance requests, and office readiness checks.
- Maintain the asset register by tagging and updating laptops, devices, furniture, equipment, office supplies, brand materials, gifting items, and other organisational assets; track issuance, returns, repairs, replacements, maintenance checks, additions, and disposal or loss incidents.

- Monitor operational continuity for core tools and infrastructure: ensure the website, email systems, collaboration platforms, and key subscriptions remain active and functional; flag risks early (renewals, lapses, downtime).
- Maintain a subscription and software register covering vendor, plan, seats or licences, cost, billing cycle, renewal dates, owner, payment status, and required action.

#### 5) Records, Expense Tracking, Policy Support & Reporting

- Prepare and maintain trackers for travel, logistics, bookings, hotel costs, vendor quotes, approved supplier lists, payment status, receipts, facilities requests, assets, subscriptions, and administrative expenses to ensure accurate institutional records and easy retrieval.
- Support updates to administrative policies, SOPs, request templates, travel procedures, hotel and booking thresholds, approval thresholds, vendor lists, facilities processes, and logistics guidance so that decisions remain current, consistent, and well documented. Track internal feedback, identify recurring patterns, recommend improvements, and escalate issues that require management attention.

#### 6) People Enablement & Cross-Department Support

- Act as internal operations support to all departments, enabling them to execute their mandates efficiently without doing their specialist work for them e.g. tool access, scheduling meetings, structuring tasks, documentation etc.
- Ensure new consultants and team members are operationally enabled from day one: onboarding checklists, access to platforms, orientation to policies and SOPs, and correct placement on task boards with initial tasks created.
- Ensure teams have what they need to deliver: correct folders, templates, trackers, clear processes for document filing, and a reliable operational escalation pathway.

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

Format: Remote. Mobility required; occasional out-of-station travel to other states as required.

**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 / engagement entity and welcomes applicants from diverse backgrounds.

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