



**Technical Assistant to Managing Director – Administration & Project Management Department:
Transforming Africa's Sustainable Socio-Economic Development through Investing, Consulting,
and Advisory.**

PIF Africa drives Africa's sustainable socio-economic growth and development through advisory, consulting, and Investing — learn more at www.pifafrica.org

Role Overview:

PIF Africa's Administration & Project Management team is seeking a Technical Assistant to provide structured, analytical, execution-level support to the MD across:

- Finance, Accounts & Investments
- Legal, Policy, Regulatory, Governance & Compliance
- Programs & Initiatives
- Selected Business Development mandates directly handled by the MD
- MD-level oversight across all other departments

The details of the deal candidate and what will be done is provided in this JD.

Who You Are:

- 5–8+ years of structured professional experience in consulting, operations leadership, finance, governance, investments, strategy, or similarly analytical environments.
- Demonstrable experience leading teams or coordinating multi-level stakeholders with accountability, quality control, and execution discipline.
- Strong analytical thinker with the ability to synthesize complex information into structured briefs, memoranda, dashboards, and decision-ready summaries.
- High documentation discipline with strong version control, filing logic, and governance mindset.
- Comfortable operating at MD/C-Suite interface level — able to think at executive altitude while maintaining detail precision.
- Strong commercial awareness across business development, finance, operations, and consulting mandates.
- Able to distinguish between institutional positioning and MD-level strategic positioning and think proactively about both.
- Strong ability to pre-review work and improve clarity, structure, and recommendation framing before escalation.
- Confident deputizing in structured meetings when authority is delegated, with strong note capture and follow-through capability.
- Comfortable managing competing priorities in a fast-moving, high-trust environment.

- Strong project governance mindset — understands how mandates move from idea → structuring → execution → documentation → closure.
- Able to work independently with limited supervision, anticipate needs, and propose structured solutions rather than waiting for direction.
- High emotional intelligence and judgment, especially in cross-department coordination and escalation situations.
- Strong proficiency in Microsoft Excel (analysis), PowerPoint (executive presentations/pitchbooks), Word (memoranda, governance documents), and structured task platforms (Zoho Connect/Bitrix or equivalent).
- Strong written communication skills — able to draft memoranda, position papers, analytical notes, structured emails, and proposals at a professional standard.
- Demonstrates ownership mentality — treats mandates, systems, and oversight responsibilities as steward rather than operator.
- Absolute discretion and integrity in handling confidential and strategic information.

What You'll Do:

Thread 1: MD-Centric Support (Across All Departments)

The Technical Assistant must think from the perspective of:

“What does this mean for the MD personally, strategically, and professionally?”

While departments execute for the organization, the TA ensures that all services offered to extremal clients and to team members are also provided to the MD such as relevant memberships, conferences, affiliations, and positioning opportunities that enhance the MD's professional visibility are identified and tracked; MD-level investing; MD-level learning & development; MD-level special initiatives & programs; MD-level speaking, board, advisory, and institutional positioning opportunities are proactively mapped and surfaced; and so on.

Thread 2: Quality Control, Execution Discipline & Deputizing

The Technical Assistant acts as structured execution control for the MD. This includes:

- Maintaining a structured MD-level task and priority tracker.
- Pre-reviewing departmental submissions before they reach the MD, ensuring clarity of decision points and reducing revision cycles; as well as presentations, proposals, engagement letters, and governance documents before external release.
- Drafting first-level memoranda, briefing notes, analytical summaries, and position papers for MD review.
- Tracking MD-level approvals and ensuring that decisions are implemented across departments; Following up with team members on behalf of the MD to ensure agreed actions are executed.
- Attending meetings on behalf of the MD when required (internal or external), capturing structured notes, decisions, and follow-up actions; and/or deputizing in structured meetings where authority has been delegated.

Thread 3: Direct Technical Execution on MD-Led Departments

Where the MD directly leads or intervenes, the TA supports execution-level work, including illustratively, but not exhaustively:

A. Finance, Accounts & Investments

- Assist in preparing investment analysis briefs and structured memos.
- Support tracking of investment mandates and financial decision logs.
- Assist in drafting finance-related governance documentation.

B. Legal, Policy, Regulatory, Governance & Compliance

- Support preparation and review of governance documents, frameworks, policies, and structured memos.

- Assist in maintaining compliance trackers and regulatory update summaries.
- Draft structured briefs before MD review.

C. Programs & Initiatives

- Support program design, implementation and reporting documentation.
- Assist in evaluation summaries and performance review briefs.

D. Business Development (MD-Led Mandates)

- Conduct checks and research on prospects, trends etc. on the business.
- Draft first-level proposals and engagement documents.
- Assist in pricing analysis preparation.

Thread 4: MD Oversight Support Across All Departments

Even where the MD is not the operational lead, the TA supports the MD's executive oversight function. This includes:

- Preparing structured briefs before meetings.
- Keeping up with the departmental updates for MD visibility; and action as well as flagging cross-department risks or bottlenecks.
- Ensuring submissions from ALL relevant teams are ready for MD review with clear recommendation summaries.

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.

#PIFAfrica #Consulting #Advisory #Investing #Africa #Sustainability #Development #Sustainable Development #Consultant