Transforming Africa's Sustainable Socio-Economic Development through Consulting, Advisory & Investing.

Junior Consultant, Business Development & Strategy
Department: Business Development, Strategy, Human Resource Management and Information

PIF Africa drives Africa's sustainable growth through consulting, advisory & investing — learn more at www.pifafrica.org

Role Overview: PIF Africa's Business Development & Strategy Department is responsible for supporting the origination, structuring, onboarding, management, quality assurance, and growth of new mandates across PIF Africa's advisory, consulting, investment, bespoke, business utility, partnership, and special projects service areas.

As a Junior Consultant, you will support the end-to-end business development and strategy cycle: identifying prospective clients and partners, mapping where mandates may come from, preparing the materials required to convert opportunities, supporting onboarding, due diligence and KYC, assisting with pricing and mandate closing, coordinating internal teams, monitoring client satisfaction, supporting service delivery quality, and helping maintain strong client relationships for future business.

This role sits at the intersection of business development, client strategy, partnerships, investment opportunity screening, organizational positioning, and internal coordination. You will help ensure PIF Africa is properly positioned to serve the clients it wants to attract, including individuals, entrepreneurs, businesses, private enterprises, non-profits, development finance institutions, financing organizations, accelerators, associations, and other ecosystem actors.

All roles and responsibilities documented below and supplemented from time to time are delivered both internally (to all departments as internal clients) and externally (to PIF Africa's clients), depending on the mandate.

Who You Are:

- Relevant degree, course, or diploma e.g. in Business Administration, Finance, Investments, Financial Engineering, Strategy, Development, or a related field of study is a plus.
- 0–1-year insight / experience in consulting, advisory, investment, business development, strategy, entrepreneurship, research, or structured project environments is a plus.
- Strong entrepreneurial spirit with previous experience running or supporting a small or micro business, student initiative, project, or organization is a plus.
- A self-starter with a proactive mindset and willingness to learn quickly across different mandate types, sectors, and client needs.
- Strong strategic, analytical, research, business development, and problem-solving capabilities.
- Service-oriented personality with strong interest in client success, relationship management, and long-term business development.

- Excellent business acumen and understanding of core business, economic, financial, investment, development, entrepreneurship, and organizational management concepts.
- Good understanding of client origination, stakeholder mapping, mandate development, onboarding, KYC, proposals, pricing support, negotiation support, and client management.
- Strong written and spoken business communication skills in English.
- Highly organized with strong documentation, tracker management, version control, follow-up, and coordination discipline.
- Comfortable preparing briefs, proposals, pitch materials, trackers, meeting notes, client updates, presentations, reports, and structured research outputs.
- Strong discretion, integrity, confidentiality, and judgment when handling client, partner, strategic, financial, and business information.
- Comfortable communicating with senior stakeholders internally and externally, under supervision.
- Proficient in Microsoft Office and Google Workspace (Docs, Sheets, Drive) and comfortable using task boards (Zoho Connect, Bitrix24, etc.).
- Comfortable using AI tools (Fireflies/AI note-takers, ChatGPT prompts) to convert meetings into action.
- Willingness to travel out-of-station with minimal prior notice and support occasional evening/weekend engagements where required.

What You'll Do:

1) New Mandates, Client Mapping & Business Development
• Support the origination and management of new mandates across PIF Africa's advisory, consulting, investment, bespoke, business utility, partnership, and special project areas.
• Conduct client and market mapping to identify prospective clients, partners, funders, institutions, entrepreneurs, businesses, DFIs, accelerators, and ecosystem actors.
• Research prospects and prepare client briefs, partner profiles, opportunity notes, proposal inputs, pitch materials, and meeting packs.
• Maintain business development trackers covering leads, mandate areas, opportunity source, status, next steps, timelines, and responsible persons.
• Track feedback, overdue follow-ups, stale leads, cross-selling opportunities, renewals, referrals, and future business prospects.

2) Client Onboarding, KYC, Pricing & Mandate Closing Support
• Support client onboarding from initial engagement through document collection, due diligence, KYC, internal approvals, mandate set-up, and handover to execution teams.
• Maintain onboarding checklists, KYC trackers, client files, mandate records, approval logs, and outstanding information trackers.
• Support the preparation of proposals, engagement letters, pitchbooks, reports, presentations, client communications, and marketing materials.
• Assist with pricing, negotiation, and mandate closing by compiling scope details, assumptions, deliverables, workstreams, resource needs, and client requirements.
• Participate in client, partner, deal, pricing, strategy, and mandate meetings by preparing materials, taking notes, documenting decisions, and tracking actions.

3) Client Relationship Management, Service Quality & Future Business
• Support ongoing client management to ensure clients remain properly served, informed, satisfied, and engaged throughout the mandate lifecycle.
• Track client meetings, deliverables, responsibilities, timelines, feedback, open issues, escalation points, and service quality concerns.
• Conduct basic QA on client-facing materials, checking formatting, names, dates, figures, references, terminology, scope, and version control.

• Flag issues that may affect client satisfaction, including delays, missing information, unclear responsibilities, scope changes, or unresolved feedback.
• Support mandate close-out by organizing final deliverables, updating records, capturing feedback, and documenting lessons learned.

4) Strategy, Client Needs & Cross-Functional Coordination
• Support the team in understanding client needs across business, philanthropy, legacy, wealth, governance, capital, growth, operating model, and impact objectives.
• Help translate client needs into strategies, workstreams, scopes of work, deliverables, implementation plans, and internal responsibilities.
• Coordinate with relevant PIF Africa teams, including legal, programs, advisory, consulting, investment, finance, operations, communications, partnerships, and external specialists.
• Support strategy sessions, workshops, planning meetings, and internal reviews by preparing research packs, slides, minutes, trackers, and action logs.
• Maintain visibility across departments to support joined-up execution and better client outcomes.

5) Business Scale-Up, Funding Absorption & Development Finance Support
• Support work with DFIs, financiers, accelerators, funders, businesses, entrepreneurs, and ecosystem actors focused on sustainable business scale-up.
• Assist in preparing diagnostics, frameworks, and implementation materials to strengthen business policies, procedures, governance, strategy, financial readiness, and operating capacity.
• Support work that helps businesses absorb funding responsibly, use capital effectively, and scale sustainably after receiving grants, investment, debt, or technical assistance.
• Research business growth constraints, funding readiness, governance gaps, sector opportunities, and development impact indicators.
• Assist with investment screening, capital readiness reviews, financial model inputs, funding summaries, due diligence trackers, and opportunity briefs.

6) Service Support
• Support advisory mandates for professionals, entrepreneurs, business owners, individuals, and families seeking to build, preserve, optimize, diversify, and structure wealth.
• Assist with research and strategy materials on business growth, investment readiness, legacy planning, philanthropy, giving structures, and long-term impact.
• Support workstreams relating to trusts, pensions, HMOs, legacy documentation, family/business continuity, and related advisory needs under senior guidance.
• Assist with philanthropy-related work, including scholarships, mentoring, charitable initiatives, structured giving, community development, and ecosystem support.
• Translate client aspirations into practical strategies, partner maps, timelines, trackers, and implementation requirements.

7) Positioning, Partnerships, Memberships & Visibility
• Support PIF Africa's positioning by helping maintain the language, materials, policies, procedures, tools, automation, AI solutions, and structures needed to serve its target clients.
• Assist in identifying opportunities to expand PIF Africa's specializations, solutions, service offerings, partnerships, and business lines.
• Support the development and management of memberships, accreditations, affiliations, partnerships, MoUs, and strategic relationships.
• Maintain distribution lists, stakeholder registers, contact lists, engagement logs, business trackers, partnership trackers, and meeting outcome records.
• Support thought leadership events, conferences, webinars, briefings, partner showcases, and

ecosystem engagements, including preparation of briefs, notes, materials, and follow-up trackers.

8) Process, Documentation, Performance Tracking & QA

• Support the development and improvement of processes, templates, trackers, guides, playbooks, and workflows for mandates, deals, partnerships, and client engagements.
• Update OKR trackers, KPI dashboards, pipeline reports, business performance reports, client registers, and management reporting materials.
• Maintain clean documentation, naming conventions, filing structures, version control, approval records, and archive discipline.
• Support coordination of consultants, advisers, service providers, and partners required for mandates, including documentation, approvals, invoices, deliverables, and performance tracking.
• Flag missing information, inconsistent data, outdated materials, incomplete approvals, risks, delays, and quality gaps early.
• Perform any other duties and responsibilities as assigned.

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

Format: Remote; 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.

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