



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

**Junior Consultant, Project Management & Delivery Coordination**

**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, Project Management & Delivery Coordination to support the coordination, tracking, documentation, and delivery of cross-functional mandates and internal projects. This role turns meetings, decisions, requests, and strategic priorities into clear actions, owners, timelines, dependencies, trackers, updates, and escalation notes. The role does not need to be technical in every discipline; it must be structured, proactive, confident in following up, and able to coordinate specialists across Legal, Finance, Strategy, Business Development, IT, Data, Education, Human Resources, Administrative Operations, and other workstreams so that delivery moves from discussion to completion.

**Who You Are:**

- ND/HND/Bachelor's degree (or equivalent experience) in Project Management, Business Administration, Operations, Economics, Social Sciences, Development Studies, Communications, or related fields is helpful.
- 6-18 months exposure in project coordination, project support, consulting support, programme support, operations, research coordination, meeting management, or similar; this can include internships, volunteering, NYSC, student leadership roles, or personal projects.
- Strong documentation, minute-taking, action tracking, calendar discipline, filing, tracker management, and written communication skills.
- Comfortable coordinating busy internal stakeholders across multiple functions, following up politely but firmly, and keeping task owners accountable without becoming confrontational.
- Able to understand discussions quickly, extract decisions and next steps, identify bottlenecks, and escalate unresolved issues with clarity and good judgement.
- Proficiency in Google Workspace or Microsoft Office, with comfort using shared trackers, Zoho Connect, Bitrix, or other project management platforms; reliable, discreet, organised, and open to feedback.

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

### **1) Project Coordination, Task Governance & Delivery Tracking**

- Support the end-to-end coordination of internal projects, client mandates, departmental priorities, leadership requests, retreats, meetings, and cross-functional workstreams by converting agreed priorities into clear actions, owners, deadlines, dependencies and follow-up points.
- Maintain project and action trackers in Zoho Connect, Bitrix, Excel/Google Sheets, or other approved platforms, ensuring task status, due dates, blockers, next steps, correct owners, deadlines, priorities, and dependencies and completion evidence are kept up to date.
- Drive follow-ups across team members and workstreams: ensure tasks are acknowledged quickly, activity begins promptly, and progress is visible through comments and updates.
- Convert meetings into execution: ensure meeting notes/minutes are captured (including via AI note-takers), extract action points, create tasks with clear owners and deadlines, attach required links/references, and (where needed) generate structured implementation notes using approved AI prompts and governance guidelines.
- Enforce closure standards: before closing key tasks, verify evidence is complete (documents saved, links attached, outputs filed correctly, approvals captured).
- Run periodic operational clean-ups (weekly/bi-weekly/monthly as directed): confirm folders are created, named correctly, and all deliverables are filed with proper naming conventions.

### **2) Meeting Management, Minutes & Decision Follow-Through**

- Support meeting governance by helping to prepare agendas, confirm attendees, collect pre-reads, capture minutes, record decisions, document action items, and circulate clear post-meeting outputs within agreed timelines.
- Ensure that every meeting translates into an updated action log, project schedule, decision register, risk item, or escalation note as applicable, so that discussions do not remain verbal or undocumented.

### **3) Cross-Functional Stakeholder Coordination & Bottleneck Management**

- Coordinate with all departments within PIF Africa and relevant clients such as Legal, Finance, Strategy, Business Development, IT, Data, Human Resources, and other teams to track inputs, approvals, dependencies, documents, comments, and deliverables needed for project completion.
- Follow up with task owners professionally, clarify outstanding decisions, flag delays early, and prepare concise escalation notes where deadlines, approvals, resources, or inter-team dependencies are blocking progress.
- Maintain visibility across workstreams by knowing what is happening, who is responsible, what is due next, what is late, and what support or decision is required to move work forward.

### **4) Project Planning, Schedules, Reporting & Leadership Visibility**

- Prepare and update simple project plans, workback schedules, milestone trackers, deliverables lists, weekly status summaries, and delivery dashboards that help management understand progress, risks, overdue actions, and upcoming decisions. Use trackers to monitor completion rates, dependencies, escalations, and priority changes, and support regular internal check-ins to keep projects moving.
- Support leadership and team leads by preparing briefing notes, progress snapshots, action summaries, deadline reminders, and project documentation packs for meetings, reviews, client engagements, retreats, and internal planning sessions.

## 5) Process Improvement, Knowledge Management & Delivery Quality

- Support the improvement of PIF Africa's project delivery system by maintaining standard templates for agendas, minutes, action logs, project schedules, decision registers, risk and issue logs, and status reports. Maintain organised project folders with clear naming conventions, version control, and evidence trails so that project information is easy to retrieve and hand over.
- Work closely with Administrative Operations where projects require travel, logistics, procurement, facilities, bookings, payments, or vendor coordination; ensure these operational dependencies are captured in project plans and escalated early. Track lessons learned, recurring bottlenecks, and delivery gaps, and recommend practical improvements to strengthen execution discipline across the organisation.

**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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