



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

Executive & Personal Assistant (Managing Director's Office)
Department: Administration & Project Management Department

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

Role Overview: PIF Africa's Administration & Project Management team is seeking an Executive & Personal Assistant to support the Managing Director across both executive and private-office functions.

The role provides disciplined coordination across executive and personal calendar management, task and follow-through governance, stakeholder liaison, travel and mobility logistics, vendor and service provider management, procurement and sourcing, deal/process administration support, meeting and event coordination, and structured documentation.

The role operates within the Administration & Project Management Department and reports administratively to the Managing Consultant (Admin & PM), while providing day-to-day functional support directly to the Managing Director.

All responsibilities documented below and supplemented from time to time are delivered in support of the Managing Director's executive and private-office functions, and may interface with internal departments, clients, vendors, and external stakeholders as required.

Who You Are:

- Bachelor's degree (or equivalent experience) in Business Administration, Social Sciences, Operations, Logistics, Hospitality, Public Health, or related disciplines.
- 1–3+ years exposure in executive support, personal assistance, logistics coordination, administration, stakeholder management, customer service or structured service environments.
- Valid driver's license with a clean record and strong road-safety discipline; confident supporting executive mobility when required.
- Highly organized with strong documentation and follow-through discipline; comfortable maintaining trackers, logs, and structured checklists.
- Strong discretion, integrity, confidentiality, and judgment in a role that blends professional and personal support.
- Strong interpersonal skills with a warm, professional, and service-oriented demeanor.
- Able to coordinate multiple stakeholders calmly under shifting priorities and tight timelines.
- Proficiency in Microsoft Office or Google Workspace tools; comfortable using shared trackers and structured task platforms.
- Willingness to travel out-of-station with minimal prior notice and support occasional evening/weekend engagements where required.
- Hausa proficiency is an advantage.

What You'll Do:

Executive Support (Executive Assistant Responsibilities)

- Manage the MD's complex professional schedule and calendar, including planning, coordinating, confirming, rescheduling and ensuring time is protected.
- Ensure the MD is adequately prepared for engagements by coordinating logistics, confirmations, and required materials in advance.
- Arrange conference calls, schedule & attend meetings, oversee meeting logistics, take minutes where needed, and follow up on action items.
- Maintain and update a comprehensive task management system tracking the MD's professional responsibilities, including MD involvement in client mandates/projects, ensuring tasks are organized and completed on time.
- Prepare briefing materials and timely reminders of important tasks and deadlines.
- Assist in monitoring ongoing projects, activities and matters handled by the MD; follow up with relevant teams for updates and closure evidence.
- Act as a primary point of contact between the MD and internal/external stakeholders, ensuring communications are professional, timely, and tracked to closure.
- Follow up on matters with internal teams, clients, partners, and key stakeholders to ensure smooth project execution and communication.
- Maintain distribution lists, contacts and stakeholder register; administer internal and external correspondence.
- Conduct KYC checks and gather relevant information on clients, contractors, advisors, and other key stakeholders as delegated.
- Manage relationships supporting onboarding and execution of scope of work for key vendors, clients, and stakeholders (coordination and follow-through support, not technical delivery ownership).
- Administer processes associated with deals and mandates, including procurement of consultants, internal coordination, invoice issuance support, processing expense memos, and disbursement requests (in coordination with Finance/Admin & PM workflows).
- Draft and format correspondence, reports, emails, letters, proposals and other business documents in line with client requirements and PIF Africa standards.
- Develop and maintain an efficient documentation and filing system for MD office records; manage and file confidential information appropriately.
- Organize and manage professional travel arrangements (flights, accommodation, transport) and itineraries.
- Coordinate and organize key professional events, meetings, and conferences for the MD including venue bookings, equipment setup, guest lists, gift procurement and catering.
- Oversee general office functions relevant to the MD's office and ensure the MD's workspace and support processes are well-organized.

Personal Support (Personal Assistant Responsibilities)

- Assist with scheduling and managing personal appointments, reservations, and personal service providers when required.
- Maintain personal follow-up reminders and ensure delegated personal commitments are properly tracked and executed.
- Organize and manage personal travel arrangements (flights, accommodation, transport) and itineraries, including short-notice adjustments.
- Provide support with coordination and execution of errands and engagements as delegated by the MD, including pickups/drop-offs and time-sensitive logistics.

- Provide driving support where required; maintain high safety standards and professional conduct while supporting executive mobility.
- Serve as the MD's delegated point-of-contact for personal stakeholder matters including personal banking enquiries, insurance enquiries (including professional indemnity-related enquiries where delegated), enquiries, checks/viewings, and other personal/professional hybrid enquiries that require field coordination.
- Manage relationships with personal vendors and service providers; coordinate appointments, inspections, repairs, deliveries, and follow-ups to closure.
- Coordinate sourcing and procurement of personal items and household needs (market, retail, online), ensuring basic cost comparison and quality checks.
- Coordinate gift sourcing and delivery for family/friends and key personal occasions as delegated.
- Support planning and execution logistics for personal events and key dates (birthdays, small gatherings), including vendor coordination and confirmations.
- Support the MD in organizing personal files, records and communications in an orderly and accessible manner.
- Maintain orderly personal documentation and traceable logs where required, applying strict confidentiality and good judgment.

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

Format: Abuja-based (with remote coordination as needed). 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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#Sustainable Development #Consultant