Job Description – Ecosystem Engagement Project Manager (M/F)

Department: Strategy and Innovation

Location: Agence Togo Digital, Lome, Togo

Reporting Manager: Head of the Innovation Ecosystem

Positions available: 1

Main Mission

Under the supervision of the Head of the Innovation Ecosystem, the Ecosystem Engagement Project Manager will help design and then coordinate the implementation of activities aimed at energising the national digital ecosystem. They will mobilise public, private, academic and community stakeholders around activities that encourage the use of technology while fostering collaboration, innovation and knowledge-sharing.

Expected Deliverables

- Deliverables are closely tied to the specific project entrusted to the role. Most of these projects require mapping stakeholders and mobilising partners, organising events and/or activities, implementing a communication strategy, and observing and measuring the performance/impact of activities.

Responsibilities

1. Stakeholder mobilisation

- Identify and engage key stakeholders in the digital ecosystem.
- Develop and maintain strategic partnerships with each of them, according to the activity.
- Coordinate multi-stakeholder initiatives.

2. Event organisation

- Design and implement events that foster innovation and collaboration.

3. Monitoring and reporting

- Produce activity and evaluation reports on the actions carried out.
- Set up performance indicators to measure the impact of activities.
- Ensure that needs and recommendations from ecosystem stakeholders are relayed.

4. Communication and promotion

- Define and implement a communication strategy for ecosystem engagement activities.

Qualifications

- Required diploma: Bachelor's degree (Bac+3) in project management, communication, social sciences, innovation or an equivalent field.
- Professional experience: at least 3 years in project management, community engagement or partnership coordination.
- Experience in the digital or innovation field would be an asset.

Required Skills

- Excellent ability to coordinate and manage multi-stakeholder projects.
- Good understanding of the issues related to developing a thriving startup ecosystem.
- Ability to communicate effectively with varied audiences (institutional, private, academic, citizens).
- Proficiency in digital collaboration and communication tools.
- Initiative and diplomacy.
- Analytical and reporting skills.