

Position:

Assistant Manager Collaboration

Responsibilities

- Assist in identifying and pursuing partnership and collaboration opportunities with local and international stakeholders;
- Support the drafting and negotiation of partnership proposals, MoUs, and agreements;
- Coordinate partnership activities and facilitate communication between Ignite and partner organizations;
- Organize and represent Ignite at collaboration meetings, innovation forums, and international delegations;
- Support the implementation of joint initiatives, ensuring alignment with project objectives and timelines;
- Maintain and update partnership databases, track partnership KPIs, and prepare periodic performance reports;
- Contribute to planning, organizing, and managing events, workshops, and networking sessions;
- Research global best practices and recommend models for effective collaboration in innovation and startup ecosystems;
- Provide administrative and logistical support for collaboration initiatives and international outreach activities.

Qualification & Experience:	• LLB (Mercantile law), BBA, Bachelors in Accounting & Finance, Bachelors in Economics or Bachelors in International Relations. • At least 3 years of relevant professional experience in partnership development, project coordination, public-private collaborations, or a related field. • Experience of Project/Program Management at an organizational level will be preferred; • Experience of work within ICT sector is highly desirable.
Knowledge & Skills	• Strong interpersonal, communication, and coordination skills; • Understanding of innovation ecosystems, entrepreneurship, and digital economy sectors; • Ability to develop and manage relationships with diverse stakeholders; • Good project management and organizational skills; • Proficiency in preparing reports, concept notes, and partnership proposals; • Ability to work under pressure and manage multiple priorities simultaneously; • Familiarity with national and international startup support mechanisms will be an advantage.
Reports To:	General Manager Projects
Remuneration/ Benefits:	Contract basis, market competitive salary, car monetization, medical and other facilities.