

Position:**Assistant Manager Collaboration**

Key Responsibilities (Strategic KPIs)	The Assistant Manager Collaboration will support the development, execution, and management of strategic collaborations and partnerships for Ignite’s initiatives. The role involves working closely with internal teams and external stakeholders to advance program goals, promote international cooperation, and strengthen the innovation ecosystem
	• 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 to 5 years of relevant professional experience in partnership development, project coordination, public-private collaborations, or a related field.
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:	Manager Partnership & Collaboration