

Position*Djanta Tech Hub Director (EN)***Context**

The Djanta Tech Hub ("Djanta" meaning "Lion" in the local Éwé language) aims to be a bilingual center of excellence and reference for supporting digital entrepreneurship and training in new digital professions. Since August 2024, the operationalization of the Djanta Tech Hub (DTH) has been entrusted to Co-creation Hub (CcHub). With a presence in Nigeria, Kenya, Rwanda and Namibia, CcHub positions itself as a major catalyst for technological innovation in Africa.

To support the operationalization of DTH and the delivery of various pre-incubation and incubation programs, CcHub seeks to recruit a **Hub Director**. This individual will drive the hub's activation to welcome the first cohorts of startups by the end of the fourth quarter of 2024.

The DTH Director will play a crucial role in setting up the hub, defining and maintaining its positioning, and ensuring its sustainability within the national and regional ecosystem. The Director will be responsible for overseeing daily operations, defining, and establishing partnerships for the implementation of the hub's programs, ensuring they align with the strategic vision of the Togolese government.

This role requires management skills in a dynamic, highly agile environment with a multiplicity and diversity of stakeholders, applying balanced expert judgment. The incumbent must foster a culture of excellence and rigor within the Djanta operational team in implementing various actions to ensure effective and sustainably impactful results for society.

The Djanta Tech Hub is a government initiative led by the Ministry of Digital Economy and Digital Transformation (MENTD) as part of the implementation of Project "P26" of the government's roadmap related to promoting the innovation ecosystem and digital talents in Togo.

Key responsibilities

- **Strategic framework development**

- Work with MENTD and any other partners identified and/or indicated by the Ministry to lay a solid foundation for the launch and sustainability of Djanta Tech Hub, in line with the vision and strategic directions of the sector authority.

- **Operational leadership**

Work with CcHub to:

- Establish and execute detailed operational planning.
- Monitor the Tech Hub's daily operations, including team management, project supervision, and ensuring operational excellence in all hub activities.
- Implement effective systems and processes to ensure the smooth functioning of the hub.

- **Partnership and business development**

- Actively engage and establish new operational alliances by cultivating relationships with business partners and key stakeholders.
- Design high-level initiatives to promote the hub's business collaboration with private sector actors, enhance the hub's visibility, and identify new opportunities and revenue streams to ensure the hub's self-financing.
- Participate as needed in the co-construction of innovative programs with MENTD and/or ATD's technical and development partners.
- **Performance management**
 - Monitor and rigorously evaluate performance indicators, ensuring they align with the hub's goals and communicate these results to relevant parties.
- **Network expansion and public representation**
 - Cultivate and maintain a network of influential individuals in various industries for potential partnerships with the hub.
 - Act as the official representative of DTH.
- **Resource mobilization**
 - Work to secure essential funding and strategic resources from government and private sectors, including philanthropic and corporate sources.
- **Cultural leadership**
 - Promote a culture of entrepreneurship and excellence through various activities that emphasize continuous improvement through learning and innovation.
- **Stakeholder relationship management**
 - Develop and maintain strong and effective relationships with all stakeholders and ecosystem actors while ensuring alignment with the hub's objectives and sector vision.
 - Implement a monitoring mechanism to stay informed about the latest developments in technology and within the entrepreneurship and innovation ecosystem.
- **Team development and management**
 - Oversee the team's performance and professional development by setting clear goals and responsibilities and conducting quarterly evaluations.
- **Advocacy**
 - Report observations made during various actions with the entrepreneurship and innovation ecosystem actors in Togo to the sector authority. These observations could inform or inspire the development of policies and legislation in favor of digital entrepreneurship.
- **Exceptional communication skills**
 - Ability to communicate complex ideas clearly and effectively, both orally and in writing, in English and/or French.

**Being bilingual is an advantage.

Qualifications, Skills, Experience

The successful candidate will have the following qualifications, skills, and experience:

Educational qualifications

- A minimum of a Master's degree in Business Management, Technology Management, or a related field.

Professional experience

- At least 10 years of leadership experience in the digital industry, business development, or a related field.
- Proven track record in managing operations and staff in a dynamic environment.
- Experience in strategic planning and execution with tangible and visible results on the ground or referenced on the internet.
- Demonstrated ability to secure funding from various sources (governmental, non-governmental, and private entities).
- Ability to develop various strategic partnerships (experience in developing the innovation ecosystem is a plus).

**Demonstrating a network of contacts that can contribute to Djanta's positioning within the Togolese ecosystem and the sub-region is an asset.

**Experience working abroad in a similar position would be an asset.

Skills

- **Leadership skills**
 - Leadership skills with the ability to inspire and motivate a diverse team.
 - Experience in building and leading a multidisciplinary and high-performing team.
 - Ability to establish and maintain effective working relationships with a diverse range of stakeholders.
- **Strategic thinking and vision**
 - Forward-thinking vision with the ability to anticipate future trends and their implications for DTH to ensure the initiative's sustainability.
- **Financial acumen**
 - Strong financial management skills, including budget preparation, analysis, and communication.
- **Communication and networking**
 - Excellent verbal and written communication skills in English and/or French.
**Being bilingual is an advantage.
 - Ability to effectively represent DTH publicly, including media appearances and events.

- Strong networking skills with the ability to build and maintain strategic relationships for DTH's implementation and sustainability.
- **Project management**
 - Proven project management skills, including the ability to oversee multiple projects simultaneously.
 - Experience in defining responsibilities, performance goals, tracking progress, and mitigating risks.
- **Collaborative approach**
 - Demonstrated ability to work collaboratively with a diversity of internal and external stakeholders.
- **Problem-solving**
 - Excellent problem-solving skills and the ability to make sound decisions under pressure in light of DTH's strategic and operational goals.
- **Cultural sensitivity**
 - Sensitivity and understanding of diverse cultures and communities

Work location and duration

- **Location:** Lomé, Togo (in-person).
- **Initial contract duration :** A minimum of one year, negotiable during the job interview.
- **Contract type:** Employment contract under Togolese law, or consultancy contract.
- **Salary:** fixed and variable salary to be defined according to the profile chosen (depending on skills, level of training and level of experience).

Note: Following the CV evaluation, the best candidates will undergo an interview in English with CcHub's operational team. During this interview, candidates will be asked to demonstrate their various skills based on their previous experiences