

Position*Startups support lead (EN)***Context**

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.

Starting from August 2024, the operationalization of 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 **Startups Support Lead**. The Startups Support Lead is the cornerstone of all pre-incubation and incubation initiatives for entrepreneurs within the Tech Hub.

Working closely with the Hub Director, this role is essential for proactively encouraging and supporting innovators developing solutions to meet market needs and addressing significant societal challenges for prosperity. This role involves defining and establishing a comprehensive support framework for entrepreneurs at every stage of their journey while referring to consistent and effective approaches to startup development within DTH.

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 program design and execution:**
 - Design and implement comprehensive pre-incubation and incubation programs tailored to the unique needs of startups within the Tech Hub, ensuring a balanced mix of creativity and pragmatism in program design.
 - Lead the strategy for attracting, selecting, and supporting high-potential entrepreneurs and startups.
- **Performance metrics development:**
 - Collaborate with the CcHub and DTH teams to develop robust performance metrics for pre-incubation and incubation programs, ensuring these metrics align with DTH's strategic objectives and, more broadly, with the government's goals.
- **Startup assessment and risk analysis:**
 - Conduct detailed evaluations of business plans and risk analyses for portfolio startups.
 - Provide a solid foundation for investment and financial support decisions through various funding mechanisms.

- **Program planning and scheduling:**
 - Meticulously plan and schedule all activities, workshops, and support sessions for startups, ensuring a structured yet flexible approach to entrepreneurial development.
- **Strategic advisory and support:**
 - Offer ongoing, personalized advisory support to startups, focusing on crucial areas such as business modeling, market analysis, financing, fundraising, strategy, and operations.
- **Milestone management:**
 - Implement rigorous milestone management and progress tracking for entrepreneurs and startups, ensuring adherence to set goals and deadlines.
- **Community development strategy:**
 - Foster a dynamic entrepreneurial ecosystem by contributing to the formulation of a community development strategy, initiating activities such as meetups, design challenges, hackathons, etc.
- **Communication and reporting:**
 - Manage effective communication channels between startups and the DTH administrative unit, providing comprehensive monthly progress reports to key officers for informed decision-making.
- **Partnership and collaboration exploration:**
 - Continuously evaluate and create strategic partnerships and collaborations that benefit companies within the hub's startup support programs.
- **Progress and performance tracking and reporting:**
 - Regularly report on the progress of startups and overall program performance within the community. These reports should provide insights into successes, challenges, and opportunities.
- **Leadership and solution development:**
 - Lead the startup support team in gathering requirements, designing, developing, and testing innovative solutions produced by incubated companies that meet the evolving needs of the community.

Qualifications, Skills, Experience

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

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Educational qualifications:

- A Master's degree in Business Management, Commerce, or a related field.

Professional experience:

- At least 8 years of experience in a business incubator, startup advisory role, or tech entrepreneurial environment.
- Demonstrable track record of managing and implementing innovation across various domains or supporting startups in multiple areas. Having created and operated a startup would be an asset.
- Competence in organization and project management (including documentation, reporting).
- Skills in startup pedagogy.
- Experience in an innovation hub or knowledge of how innovation hubs operate would be a significant advantage.
- Experience in supporting startups within an international innovation ecosystem would be an asset.

Skills:

- **Advanced analytical and problem-solving skills:**
 - Demonstrated expertise in evaluating complex business cases, with a strong focus on growth and innovation.
 - Proven ability to apply advanced problem-solving techniques to real-world business challenges.
- **Strategic design and delivery:**
 - Evidence of success in designing and implementing end-to-end strategies, particularly in innovation consulting methodologies.
- **Innovation-driven mindset:**
 - A deep passion and curiosity for innovation, coupled with a commitment to continuous improvement and exploration of new ideas.
- **Facilitation and collaboration:**
 - Skill in facilitating meetings, workshops, and working sessions, with a keen awareness of client and team dynamics.
- **Thought leadership in innovation:**
 - Ability to contribute significantly to internal strategy definition and innovation consulting.
- **Technical proficiency:**
 - Advanced skills in computer applications, including word processing, spreadsheets, and PowerPoint.

- **Exceptional communication skills**
 - Ability to communicate complex ideas clearly and effectively, orally and in writing, in English and/or French.

**Being bilingual is an advantage.
- **Other attributes:**
 - Self-motivation and personal responsibility: being an entrepreneur capable of working autonomously and supervising teams.
 - Exceptional ability to conceptualize and develop positive user experiences.

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.