

Position Title: Program Coordinator
Location: Nairobi
Application Deadline: 30th August 2026
Application Email: info@miundomisingi.com

Position Overview

Miundo Misingi Hub is an infrastructure advisory and professional development organisation focused on strengthening Africa's capacity to develop, finance and deliver sustainable infrastructure. The Hub provides infrastructure finance and PPP advisory and support services, knowledge development and capacity-building program across Africa.

Miundo Misingi Hub is seeking a proactive and results-oriented Program Coordinator. Reporting to the CEO, the incumbent will coordinate the Africa Project Finance Program (APFP), an online based training in infrastructure project finance and Public-Private Partnerships (PPPs), other bespoke trainings and provide broader administrative, operational and business development support to the Hub.

Key Responsibilities

Africa Project Finance Program coordination: (65%)

- Coordinate and manage the recruitment and enrolment of participants for the APFP.
- Support the marketing and promotion of APFP through professional networks, institutions, social media and other appropriate channels.
- Respond to enquiries and provide timely information on the Program.
- Coordinate and manage program schedules, training sessions and training logistics.
- Coordinate the distribution of training materials, notes, presentations and other resources.
- Liaise and coordinate with Program Faculty Members to ensure smooth delivery.
- Collect participants' feedback and support improvements to future cohorts.
- Prepare and maintain Program reports and records.

Program marketing and growth: (20%)

- Support the development and implementation of marketing initiatives for APFP and other Hub training programs.
- Identify and follow up with potential participants and institutional clients.
- Develop and maintain professional networks relevant to the Hub.
- Support the preparation of marketing materials, program announcements and digital content.

- Identify opportunities to expand APFP into new markets, organisations and professional networks.
- Support the development of new training programs and related commercial opportunities.

Business development and opportunity generation: (10%)

Support the growth of Miundo Misingi Hub by identifying and pursuing new business opportunities. Responsibilities will include:

- Identify, pursue and maintain a pipeline of business opportunities for the Hub.
- Identify relevant calls for proposals, expressions of interest, tenders and partnership opportunities.
- Initiate and support engagement with prospective clients and partners.
- Support the preparation and follow up of EOIs, proposals, capability statements and other business development documents.
- Support the conversion of identified opportunities into signed assignments, training engagements or partnerships.

Hub administration: (5%)

- Monitor and respond to official Hub emails and correspondence.
- Coordinate meetings, appointments and other engagements.
- Coordinate routine administrative activities and follow up on outstanding actions.
- Support the organisation of workshops, training program, meetings and other Hub events.

Academic Qualifications

The successful candidate should have:

- A Bachelor's degree in either Business Administration, Commerce, Marketing, Communications, Economics, Finance, Project Management, Development Studies or a related discipline.
- Professional training or certification in project finance, PPP, project management, business development, marketing, finance will be an added advantage.

Experience

Applicants should have:

- At least 3–5 years of relevant professional experience in program coordination, administration, business development, project management, professional training or a related field.
- Demonstrated experience coordinating training programs, workshops or capacity-development activities.
- Experience in participant/client engagement and stakeholder coordination.

- Experience working with consultants, trainers or professional teams will be an advantage.
- Experience in infrastructure financing, PPP advisory, professional training or international development will be an advantage.

Key Skills and Competencies

The successful candidate should demonstrate:

- Excellent organisational and coordination skills.
- Strong written and verbal communication skills.
- Strong interpersonal and stakeholder-management skills.
- Attention to detail, excellent follow-up and task-management abilities.
- Commercial awareness and an interest in business development.
- Ability to manage multiple priorities and deadlines and work with limited supervision.
- Proficiency in Microsoft Office, particularly Word, Excel, PowerPoint and Microsoft Teams.