

INTERNSHIP OFFER

CEO Right hand, Mitsio Motu

Date: 23/08/2022

Job Title: CEO Right hand & Business Development assistant

Location: West Africa, Based in Togo for the first 6 months

Contract Type: Internship

Duration: 6 months, possible extension as short or long term contract

Start: September 2022

Process: Resume and cover letter with the following email title 0922-INTERN-BD to :
candidature@mitsiomotu.com

Salary: Competitive

About Mitsio Motu:

Mitsio Motu is a company specialised in data collection and analysis to facilitate the development and deployment of essential services (energy, water, connectivity, hygiene, public transport & logistics, health, education, agricultural value chains) in underserved areas in Sub-Saharan Africa and Europe.

We support Governments, Companies, Investments Funds, Institutions and NGOs in qualifying existing infrastructure networks, optimally planning their investment and resources, raising appropriate, monitoring their operations through rigorous collection and analysis of quantitative, qualitative and geographic data. We are a vertically integrated company, which also develops digital tools and information systems necessary to store, share and visualise data.

Mitsio Motu is headquartered in Paris, with subsidiaries in Togo and in Nigeria, which have a total of 30 full time employees, and has employed more than 700 part time employees in 2022.

After its foundation in 2018, **Mitsio Motu** has carried out a variety of missions across West Africa (France, Senegal, Nigeria, Togo, Benin, Sierra Leone, Uganda) on account of private, public clients operating in different sectors.

Since 2021, **Mitsio Motu** has grown exponentially and participated in two large contracts involving a nationwide infrastructure census (150+ different types of assets) and a massive deployment plan (50 000+ assets deployed).

The company now aims at **capitalising** its knowledge, **automatizing** its processes, **developing** new tech solutions, **reinforcing** its position in Nigeria, Togo and France and **expanding** in new markets,

A few references

- Managing a Nationwide census of infrastructure in Togo (Power, Water, Roads, Telecommunications, Banks, Agriculture, Health, Education...), involving more than 700 employees
- Supporting the development and deployment of a project involving the installation of 50 000 solar street lights
- Auditing mini-grids projects targeting urban Markets in Nigeria
- Mapping rural water supply networks in 3 regions in Senegal to support water purification stations deployments
- Mapping and qualifying (at various levels) more than 5,000 villages and towns in Sierra Leone, Uganda, Benin, Senegal, Nigeria and Togo), to enable future energy access deployments
- Mapping informal settlements in Lagos

- Launching Covidobs, a platform monitoring the socio-economic impact of lockdowns and related government responses in Lagos
- Developing the Mitsio Motu Data School, a pilot school for training the youth in data collection, analysis and innovation in Lagos

Type of contract:

- Full time internship
- 6 months from september 2022
- Competitive salary according to profile
- International transport, housing, health insurance, field travel cost, will be covered

Mission and tasks:

The CEO Right hand supports the CEO in his strategic, commercial and daily activities. He/she has a balanced background, and an ability to propose solid, appropriate and tested solutions and projects, he/she can multitask, track the progress of various projects, while identifying and solving any urgent issue, and is confident to appropriately communicate on behalf of the CEO with other departments, potential or current customers, suppliers and partners.

- Business development
 - o Identifying potential clients: companies and decision-maker contacts
 - o Monitoring of calls for projects and ecosystems
 - o Preparation of funding applications
 - o Following-up and support for the managing director in his meetings
 - o Producing presentations, reports and market studies
- Institutional relations
 - o Following-up of institutional interactions
 - o Preparing notes and speeches
- Project management
 - o Communicating with other Mitsio Motu departments on behalf of the Executive Board
 - o Monitoring progress, analysis and implementation of regular reporting
 - o Creating dashboards to monitor the activity of certain projects / departments,
 - o Identifying issues, proposing solutions
- Administration
 - o Supporting the administrative activities of the General Management

Required profile:

- Interested in the issues and challenges of data and infrastructure development in rural, peri-urban and urban areas
- Curious and willing to travel to several African countries
- Sociable, you quickly integrate into a previously constituted team
- Endowed with good interpersonal skills, with all types of interlocutors (administration, private sector, citizens, etc.)
- Excellent writing and communication skills
- Resilient and able to work in the field in sometimes operationally challenging environments
- "Result Oriented", and able to find solutions in emergency situations
- Autonomous, inclined to propose initiatives to optimize teamwork
- Attentive to details, with a spirit of quantitative and qualitative analysis

- Wishing to participate in several projects with positive social impacts

Key skills:

- French (Fluent), English (C1)
- Mastery of google and microsoft suites (**Ambidexter** with Powerpoint, Sheets and Gdocs)
- Notions of QGIS or ArcGIS, as well as Adobe is a plus
- Ability to produce content

Academic and professional profile

- Master 1 or Master level
- Business school, Sciences Po, Grandes écoles, university courses in management, law, political science

Previous professional experiences are valued but not mandatory:

- Experience in a start-up environment, strategy consulting, investment funds
- Tangible experience in the African continent, particularly West Africa, and/or in the field of social impact
- Experience in the field of infrastructure or essential services is a plus
- Good communication skills in a French and English speaking environment

Recruitment process:

- 1) First contact HR phone call and personality test
- 2) Case study
- 3) Interview with the Managing team

How you should apply:

Send your resume and cover letter, as well as any relevant document or link with the following email title 0922-INTERN-BUS to : candidature@mitsiomotu.com