



CEO Right Hand

About Mitsio Motu

Mitsio Motu is a company specialized in using data and new technologies to enable quality & universal access to basic services (energy, water, connectivity, hygiene, culture, public transport & logistics, health, education...).

We provide Governments, Companies, Investments Funds, Institutions and NGOs with relevant information and tools to help them make the right decision, qualify ground-reality, optimally plan investment and resources, raise funds, monitor their operations. We operate a unique, vertically integrated model, and operate on the field, at the last mile, while developing new technologies and interacting with decision makers.

Mitsio Motu operates from its offices in Lomé (Togo), Lagos (Nigeria) and Paris (France). After foundation in 2018, Mitsio Motu has carried out a variety of missions across West Africa (France, Senegal, Nigeria, Togo, Benin, Sierra Leone, Uganda, DRC, Tanzania...) on account of private, public clients operating in different sectors. Since 2021, Mitsio Motu has grown exponentially and participated in large contracts such as a nationwide infrastructure census (150+ different types of assets), the development of a geoportal and a massive infrastructure deployment plan (50 000+ assets deployed).

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

What you will do

Your mission is to support the CEO in identifying our next partners and clients, and participating in the communication that will make Mitsio Motu more visible, so we can reach a million more end-beneficiaries.

As a chameleon, following the needs and priorities, you will support him managing business development and communication activities:

- Identifying potential clients: companies and decision-maker contacts
- Monitoring of calls for projects and mapping ecosystems
- Give an hand on requests for proposal
- Participating in meetings, reporting and following-up
- Producing presentations, reports and market studies
- Writing articles and producing various communication content

You will also intervene on internal communication topics (research and sectoral notes) and supporting the CEO in his daily activities

Regarding your involvement and adaptability, you will be able to handle other subjects.

Who we're looking for

You are a high performing Ms graduated preferably from a top Business School, Political Sciences cursus or any top tier university course in Social Sciences (other profiles welcome). As a curious and involved person, you are keen on taking part in strategic topics in a mission-driven company.

Your excellent sense of listening and your analytic/critical spirit allows you to easily handle several tasks.



Sociable, you quickly integrate into a previously constituted team.

Endowed with good interpersonal skills, with all types of interlocutors (administration, private sector, citizens, etc.)

You have excellent writing and communication skills.

You are resilient and able to work in the field in sometimes operationally challenging environments.

"Result Oriented", and able to find solutions in emergency situations.

Autonomous, used to make daily to-dos and set reminders, inclined to propose initiatives to optimize teamwork.

Mandatory:

- French (Fluent)
- English (C1)
- Mastery of Google **and** Microsoft suites
- Graduate master programs (Business school, Sciences Po, Engineering) and Top tier university programs

Type of contract:

Full time internship - 6 months - Competitive salary according to profile

For international employees, International transport, housing, complementary health insurance, field travel cost, will be covered

Where:

Based in Lomé, Togo.

Potential trips across Sub-Saharan Africa.

Recruitment process:

1) First contact HR phone call 2) Technical interview 3) Final interview with the Management team

Send your resume and cover letter, as well as any relevant document or link (website, previous projects...) with the following email title 24-01-JUNIOR-BUSDEV to : candidature@mitsiomotu.com and apply for an interview on our calendly : <https://doodle.com/meeting/participate/id/b6Y6BZLa>