



# We are hiring Growth Associates (in Kenya, Ghana, Uganda, and Ethiopia)

Job opportunity with Africa's leading startup and entrepreneur support organisation

# Growth Associate

## About us:

GrowthAfrica is one of the continent's leading impact accelerators and we are looking for new talent to join our quest to grow the continent's promising impact enterprises into prosperous and successful contributors to our societies, creating much needed job opportunities, economic wealth and social transformation.

We drive investment- and market-readiness through cohort-based programmes, projects, and tailored support services to entrepreneurs across Africa. We work hard to ensure that entrepreneurial ventures increase their rate and scope of success, be it during the startup, growth, or expansion stage.

Through access to capital, markets, technology, and knowhow we have since 2002 supported over 1,800 businesses flourish. We focus on innovative and scalable post-revenue start-ups and growth SMEs led by ambitious entrepreneurs.

GrowthAfrica is headquartered in Nairobi and has offices in Kampala, Addis Ababa, Accra, Lilongwe, and Lusaka. Additional countries are supported in collaboration with local partners on the ground. You will join an international, passionate, and ambitious team of 26 across 5 countries.

## About the role:

As a Growth Associate your role is to provide administrative, logistical, research and operational support to the team working with entrepreneurs, entrepreneurs and relevant stakeholders not limited to investors and mentors.

## Your responsibilities will include the following:

- Support in the process of sourcing high-potential and growth-oriented entrepreneurs for our programs and projects. From identification, selection, onboarding, maintaining databases and communication.
- Supporting in all logistical and administrative aspects of planning and executing workshops, events and community activities Planning and executing entrepreneurial workshops and events in your assigned country.
- Tracking relevant events where GrowthAfrica can participate in.
- Organize, attend, and participate in stakeholder meetings, including maintain and monitor program or project plans, calendars, schedules, and timelines.
- Reporting and documenting the key activities and outputs from each program, project, and activity.
- Support in building our community of key stakeholders, involving forums, master classes etc.
- Supporting the business facing team in business support as well as primary and secondary research of their businesses and industries

## Who we are looking for:

- 2 + years of experience in SME development, financial services, consulting, business operations, or marketing, with a relevant university or graduate degree.
- Prior collaboration with entrepreneurs and small businesses is highly preferred.
- Prior experience in event planning, logistics, or facilitation is a plus.
- Worked in a start-up or small business environment and has direct experience supporting start-ups—willingness to be versatile and assist in various tasks.
- Excellent business knowledge and judgment.
- Resourcefulness in seeking relevant information.
- Ability to quickly analyse business gaps and opportunities.
- Demonstrate an understanding of strategies to help businesses grow.
- Ability to produce financial reports/projections for clients is highly preferred.
- Ability to work with people from different countries and cultures with sensitivity and adaptability.

- Confident and proficient in using Microsoft Office tools and other relevant tools for data gathering and structured presentation of information.

## Why work with us?

- Excellent learning experience and platform to build solid work experience and networks
- Purpose-driven organisation and opportunity
- Energetic team dedicated to growing entrepreneurial ventures and businesses across Africa
- Grow your professional network as you work and learn with our dynamic team across 6 countries
- Learning and insights on innovation and entrepreneurship across the continent
- Become part of a highly committed, international team

## Other information

- This opportunity is based in Nairobi Kenya, Accra Ghana, Addis Ababa Ethiopia, and Kampala Uganda.
- Start date: January 2024

## Want to apply?

- Send your CV in PDF format and a motivational letter to this [Application Form](#).
- Open for applications now!
- Application deadline: **30<sup>th</sup> November 2023**
- Applications will be reviewed on a rolling basis.



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