



We Are Hiring!

PROGRAMS DESIGN & DEVELOPMENT LEAD

INNOVATION CONSULTING

MENTORSHIP

RESEARCH & DEVELOPMENT

VENTURE CREATION

PROTOTYPE DEVELOPMENT

ENTREPRENEURSHIP

START-UP INCUBATION

HUMAN CAPITAL DEVELOPMENT

f @ X in d Innov8 Hub



Open Position: Programs Design & Development Lead

Reports to: Head, Programs & Ventures

Contract type: Permanent

Level: Senior

Deadline: 12th December, 2025

COMPANY PROFILE

Innov8 Hub is a not-for-profit, non-governmental organization with a mandate to groom innovators, researchers, creatives, and venture creators. We strategically aid and collaborate with organizations and individuals seeking to transform their ideas into solutions.

JOB SUMMARY

We are seeking an experienced Programs Design & Development Lead to oversee how programs within the Programs & Ventures Department are designed, planned, funded, and delivered. The role covers the full cycle of program work: turning ideas into clear program models, co-developing proposals and budgets, guiding day-to-day delivery, and closing out projects in an orderly and documented way.

The ideal candidate has 4-6 years of hands-on experience in program or project management, including budget planning, grant or proposal development, and supervision of program staff. You will work closely with the Head, Programs & Ventures, and the Ventures Manager, while providing direct guidance to other team members to ensure that timelines, costs, and agreed standards are met.

This role suits someone careful with detail, comfortable with numbers and schedules, and able to give clear, steady direction to others. You must be able to translate broad ideas into practical work plans, manage several programs at the same time, and give simple, honest updates on progress, risks, and required changes.

KEY RESPONSIBILITIES

Program Planning and Workplans

- Develop annual and program-specific reports in line with the department's goals.
- Ensure all programs have simple, clear documentation covering scope, timelines, and outputs.

KEY RESPONSIBILITIES

Program Planning and Workplans

- Align plans with available resources (staff, time, and funds).

Project Delivery and Risk Management

- Lead end-to-end delivery of assigned programs and projects, from kick-off to close-out.
- Monitor progress against agreed timelines and outputs.
- Identify and address delays, gaps, and other risks early, and propose practical solutions.

Operations, Logistics, and Quality

- Oversee day-to-day program logistics through the Logistics Coordinator and other staff.
- Ensure sessions, events, and activities are properly scheduled, resourced, and communicated.
- Use simple checklists and agreed standards to maintain a consistent level of quality across programs.

Collaboration and Reporting

- Work closely with the team on programs that prepare or support innovators and researchers.
- Coordinate with other departments to ensure smooth delivery of activities.
- Prepare clear progress updates and short reports for the Head of Programs & Ventures and other internal audiences.

Monitoring and Improvement

- Agree on simple indicators and targets for each program with relevant team members.
- Track results against these indicators and keep basic records of outcomes.
- After each major cycle, capture what worked well and what needs to change, and feed this into the next round of design and planning.

REQUIRED QUALIFICATIONS & SKILLS

Education

- Bachelor's degree (BA/BSc/HND) in social sciences, business, management, engineering, or a related field.
- A master's degree is an advantage, especially with a focus on project management, development studies, business administration, or a related area.
- Solid grounding in basic project planning, budgeting, and simple monitoring of results.

Experience

- 4-6 years of experience in program or project management, covering design, planning, delivery, and close-out.
- Demonstrated experience supervising or coordinating the work of other team members.
- Proven experience in preparing and managing program or project budgets.

REQUIRED QUALIFICATIONS & SKILLS

- Experience co-developing concept notes, grant applications, or funding proposals with internal teams.
- Prior work in an innovation hub, development organisation, research environment, or startup support setting is an added advantage.

Technical & Planning Skills

- Strong ability to design clear program structures with defined goals, activities, timelines, and basic indicators.
- Skilled in using tools such as Excel or Google Sheets for budgeting, tracking, and simple analysis.
- Comfortable developing and managing workplans, schedules, and task trackers.
- Able to organise information into clear documents and simple presentation slides.

Communication & Interpersonal Skills

- Strong writing skills for concept notes, proposals, reports, and internal briefs.
- Clear spoken communication and confident meeting facilitation.
- Able to work with colleagues at different levels and from different functions (finance, admin, communications, ventures).
- Able to manage several priorities at the same time and meet agreed deadlines.

Preferred Attributes

- Takes ownership of assigned work and follows through without close supervision.
- Careful with detail, records, and budgets.
- Calm and steady under pressure, with a practical approach to solving problems.
- Willing to listen, give and receive feedback, and adjust plans when needed.

REMUNERATION

Salary Range – Open – Initially dependent on experience, thereafter on performance

HOW TO APPLY

Interested candidates are encouraged to submit their CVs and Cover letter to **hr@innov8hub.ng** on/before Friday, 12th December 2025