

**Executive Business Manager –  
Office of the CEO (Africa Focus)**



Phone :  
Web :

**Job Summary**

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Vacancy :

Deadline : Jan 01, 1970

Published : Oct 21, 2025

Employment Status : Full Time

Experience : 5 - <10 Years

Salary :

Gender : Any

Career Level : Any

Qualification : University degree

## Job Description

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**Location:** Accra, Lagos, Nairobi, or Johannesburg preferred (Remote/hybrid with global travel flexibility)

### Position Summary:

We are seeking a highly strategic, well-connected, and agile **Executive Business Manager** to serve as a trusted extension of the CEO. This is a senior-level role that blends market development, executive representation, and operational leadership. The ideal candidate brings a mix of charm, influence, and execution power—anchored in Africa but ready to support CEO-level engagements globally.

### Key Responsibilities:

#### • Strategic CEO Enablement

- Serve as a business thought partner and operational leader for the CEO.
- Coordinate and manage CEO's strategic initiatives, priorities, and stakeholder engagements.
- Represent the CEO in high-level internal and external meetings across Africa and globally.

#### • Business Development & Market Expansion

- Build and nurture executive relationships with partners, clients, investors, and institutions across African tech and innovation ecosystems.
- Support deal flow, strategic partnerships, and expansion efforts into new markets and sectors.
- Identify and qualify growth opportunities aligned with company objectives.

#### • Regional & Global Engagement

- Act as a regional anchor for Africa strategy, while supporting international collaborations.
- Provide insights, briefing notes, and market intelligence to inform CEO decision-making.
- Coordinate executive visits, speaking engagements, and investor-facing events.

#### • Operational Oversight

- Drive cross-functional coordination around CEO initiatives and special projects.
- Ensure effective follow-through on strategic tasks and communications.
- Support CEO's internal alignment and messaging across global teams.

### Ideal Candidate Profile:

- 8+ years of experience supporting C-suite executives, leading business development, or managing strategic partnerships.
- Strong presence and credibility among business, government, or innovation leaders in Africa.
- Exceptional communication and interpersonal skills—confident, charming, and persuasive.
- Strong analytical thinking, project management, and decision-making capability.
- Culturally fluent, politically aware, and highly discreet.
- Comfortable working in a fast-paced, entrepreneurial, and globally distributed environment.

**APPLICATION LINK:** <https://shorturl.at/CA4NI>

**DEADLINE NOT SPECIFIED**

## Education & Experience

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### Must Have

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### Educational Requirements

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University degree

**Compensation & Other Benefits**

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