



BUILD-A-TECH

INCUBATOR & WORKSPACE

Building the technology of tomorrow to solve the challenges of today



JOB DESCRIPTION for PROJECT MANAGER

Build-a-Tech Incubator & Workspace is a hardware technology accelerator with a mission to equip start-ups with cutting-edge resources and custom-tailored mentorship. Build-a-Tech helps entrepreneurs design, build, and manufacture products that address everyday quality-of-life issues. You will have the opportunity to work in a world-class workspace, interface with tech innovators, and collaborate on a global scale. The details of the position are as follows.

BASIC JOB FUNCTION:

Coordinate, monitor, and manage technical projects, training programs, and partnerships across the organization. Ensure timely execution and successful delivery of project objectives in alignment with Build-a-Tech's mission.

CLASSIFICATION: Administrative Personnel

JOB TYPE: On-Site / Full-time

WORK HOURS: Monday to Friday | 08:00 AM to 04:00 PM
Saturday | 08:00 AM to 04:00 PM (1 per month)

SALARY: ₦100,000 to ₦150,000 Monthly
Determined by relevant years of experience, qualifications, and education

LOCATION: Uyo, Akwa Ibom

DUTIES & RESPONSIBILITIES:

1. Plan, execute, and monitor projects from initiation to completion.
2. Liaise with clients, funders, and internal teams to define scope and objectives.
3. Manage project timelines, budgets, and deliverables using appropriate project management tools.
4. Prepare project documentation, reports, and proposals.

5. Coordinate training programs, outreach events, and stakeholder engagements.
6. Track progress, identify risks, and implement mitigation strategies.
7. Organise and lead regular team meetings and reviews.
8. Ensure compliance with partner requirements and internal processes.
9. Perform other duties as assigned.

REQUIRED SKILLS:

- Strong organisational and planning skills
- Excellent written and verbal communication
- Familiarity with project management tools (e.g., JIRA, Asana, Notion)
- Ability to multitask and manage time effectively
- Experience working in tech, education, or start-up environments

Optional:

- PMP, PRINCE2, or similar certification is an added advantage
- Experience in grant writing, reporting, or proposal development
- Understanding of hardware development cycles or fabrication workflows

EDUCATION:

Experience and proficiency in the above Duties & Responsibilities and Required Skills sections will be weighed above any educational qualifications. Applicants not possessing the above-listed degrees should not be discouraged from applying.

It is preferred that applicants possess a **Bachelor's Degree in Project Management, Engineering, Business Administration, or a related field.**

TO APPLY:

Interested candidates fill out the Employment Application Form @ bat.ng/careers/apply and select the **PROJECT MANAGER** position.

Applications close on **9th May 2025** at 11:59 PM.

Additional enquiries should be directed to careers@buildatech.ng