

Job Title - Project Assistant (Events)

Location: Kigali, Rwanda

About Cube

Cube is a fast-moving communications and events company delivering high-profile projects across Africa & beyond. Our work spans strategy, content, and full-scale event delivery—often complex, multi-stakeholder, and time-sensitive.

This role sits at the core of project delivery.

Role Overview

The Project Assistant (Events) provides day-to-day support to the Project Coordinator and Project Manager to ensure the smooth planning and execution of events.

This is a hands-on role for someone early in their career who is highly organised, eager to learn, and ready to work in fast-paced, high-pressure environments.

You will support coordination, logistics, and on-the-ground delivery across multiple events and projects.

Key Responsibilities

Project Support & Coordination

- Assist in tracking project timelines, tasks, and deliverables across multiple events
- Support follow-ups with internal teams, suppliers, and partners
- Help ensure deadlines are met and workstreams are progressing as planned

Administrative Support

- Prepare and organise documents, trackers, and project files
- Take notes during meetings and track action points
- Support in preparing reports, presentations, and updates

Event Logistics & Operations

- Assist with coordination of event logistics including venues, suppliers, transport, and accommodation
- Support preparation of key documents such as run-of-show, briefing notes, and schedules
- Help manage event materials, branding items, and inventory

Communication Support

- Support communication with suppliers, partners, and stakeholders
- Follow up on confirmations, requirements, and outstanding items
- Ensure accurate and timely information flow across teams

On-Site Event Support

- Provide on-the-ground support during events and activations
- Assist with registration, guest coordination, and general operations
- Support the team in troubleshooting and resolving issues in real time

Required Education & Experience

- Bachelor's degree in Business Administration, Communications, Events, or a related field (or final year student)
- 1–2 years' experience in event coordination roles

Languages

- Fluent English – required
- Fluent Kinyarwanda – required
- Fluent French – an advantage

Skills & Personal Attributes

- Highly organised with strong attention to detail
- Proactive, reliable, and willing to learn
- Strong work ethic and ability to take initiative
- Good communication and interpersonal skills
- Ability to work well within a team
- Comfortable working in fast-paced, high-pressure environments
- Flexible and adaptable to changing priorities

Why Join Cube?

- Be part of high-impact projects across Africa and beyond
- Work at the intersection of strategy, content, and execution
- Gain hands-on experience in complex, high-level event delivery
- Join a dynamic, fast-paced team where initiative is valued

Application Details

Send your CV with the **position you are applying for in the subject heading** to finance@cubeafricagroup.com and rachel@cubeafricagroup.com by **21 April 2026**.