

## Job Title - Project Manager

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**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 Coordinator plays a central role in ensuring the smooth planning and execution of projects across Cube. Working closely with project leads and cross-functional teams, the Coordinator ensures timelines are tracked, tasks are executed, and communication flows effectively.

This is a role for someone highly organised, detail-oriented, and proactive—able to manage multiple moving parts while maintaining clarity and control.

### Key Responsibilities

#### Project Coordination & Delivery

- Support the planning and execution of multiple projects from inception to delivery
- Track project timelines, milestones, and deliverables across teams
- Ensure all workstreams are aligned and progressing as planned
- Flag risks, delays, or gaps early and support in resolving them

#### Team & Stakeholder Coordination

- Act as a central point of coordination between internal teams, suppliers, and partners
- Schedule and support project meetings, including preparing agendas and tracking actions
- Follow up on key deliverables and ensure accountability across teams

#### Operations & Logistics Support

- Support coordination of event logistics including venues, suppliers, travel, and on-site requirements
- Assist with preparation of production schedules, run-of-show documents, and operational plans
- Ensure all project documentation is organised and up to date

## Administration & Reporting

- Maintain accurate project records, trackers, and status updates
- Prepare internal reports and summaries on project progress
- Support budgeting processes by tracking costs and approvals where required

## On-Site Execution Support

- Provide on-the-ground support during events and project activations
- Ensure smooth coordination across teams during live delivery
- Adapt quickly to changes and troubleshoot issues in real time

## Required education & experience

- Bachelor's degree in Business Administration, Project Management, Communications, or a related field
- 2–4 years' experience in project coordination within the events industry.
- Experience in communications or agency environments is an advantage

## Languages

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

## Skills & Personal Attributes

- Highly organised with strong attention to detail
- Strong coordination and time management skills
- Proactive, reliable, and solutions-oriented
- Comfortable working in fast-paced, high-pressure environments
- Strong communication and interpersonal skills
- Ability to manage multiple priorities and adapt quickly
- High level of professionalism and accountability

## 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](mailto:finance@cubeafricagroup.com) and [rachel@cubeafricagroup.com](mailto:rachel@cubeafricagroup.com) by **21 April 2026**.