



OCEANHUB AFRICA



Job Opportunity

Programme Coordinator





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Programme Coordinator

Location: Cape Town, South Africa (required)

Department: Venture Development

Start Date: September 2026

Contract Type: 10-month contract position

Salary: R35,000 per month

Who We Are (OHA)

OceanHub Africa (OHA) is on a mission to inspire and support ocean-minded start-ups with the express aim of nurturing an environmentally conscious and profitable economy that effectively mitigates the effects of global warming as well as oceans' overexploitation and pollution throughout the African continent.

Your Role

You will coordinate our pre-accelerator programme from end to end: the schedules, the sessions, the mentors, the partners and the reporting that keeps it all funded. You will be the person founders come to when something breaks, and the one making sure every deliverable lands where it should.

This is a new role on a growing team rather than a replacement, so you will help shape how the programme runs as well as run it.

Day to day, you will:

- Coordinate all pre-accelerator programme activity within defined projects.
- Support startups in their entrepreneurial journeys through hands-on assistance across all aspects of startup business development.
- Collaborate with internal and external stakeholders to deliver tailored support to OHA-supported startups.

- Create, compile and deliver donor and programme impact reports to OHA's reporting standards, on time.
- Track programme budgets and support accurate financial reporting.

Key Performance Areas

- Programme coordination
- Support and enablement
- Cross-functional collaboration
- Budget management
- Monitoring, evaluation, learning and reporting

Qualifications

- Tertiary qualification (Bachelors) in business or a similar field.
- Desired: Post graduate qualification (Masters) in business or similar

Experience

Required

- Experience supporting early-stage startups or small entrepreneurial organisations.
- Experience coordinating an accelerator or incubator programme.
- Strong entrepreneurial mindset, analytical thinking and problem-solving skills.
- Exceptional interpersonal skills and the ability to lead without formal authority.
- Proven ability to coordinate cross-functional teams and allocate resources effectively.
- Experience in relationship management.
- Familiarity with startup operations, venture capital and impact investment.
- Effective written and spoken communication.
- A well-organised and structured approach to work.
- Friendly, optimistic, and a self-starter.



- Comfortable working across Slack, Google Workspace, Notion and Zoom.

Advantageous

- Written and spoken Portuguese.

Essential Requirements:

- You must be based in Cape Town.
- You must have the right to work in South Africa.
- The position is contracted for 10 months.

Contact & Process

To apply, please submit your application [via this link](#).

We appreciate your interest in joining OceanHub Africa. If you do not hear from us within 14 days of applying, please consider your application unsuccessful.