Electric Transits Africa

+254 746 479 889 (KE)
+316 5007 4004
info@electrictransits.africa
electrictransits.africa

Chief of Staff – Electric Transits Africa

Position	Chief of Staff
Location	Nairobi (Karen), on-site
Engagement	Full-time, 6 months, with possible transition to a permanent role
Reports to	Founders
Start	As soon as possible

ABOUT ELECTRIC TRANSITS AFRICA

Electric Transits Africa (ETA) is a Nairobi-based company accelerating the adoption of electric vehicles in East Africa. We provide all-inclusive EV fleet leasing to organisations (vehicle, maintenance, insurance, charging and fleet management in one monthly fee), deploy charging infrastructure, and operate ETA Transfers, a premium electric transfer service for hotels, lodges and corporate clients.

ETA is backed by a development finance institution, private investors and bank asset financing. We are now entering a phase of accelerated growth, with several financing, commercial and operational workstreams running in parallel.

THE ROLE

We are looking for an experienced Chief of Staff to act as the right hand of the CEO for the coming six months, with the intention of transitioning into a permanent role. You will take ownership of a broad range of priorities across the business, with three core mandates: securing growth capital, professionalising and scaling our commercial engine, and making our operations run more efficiently. This is a hands-on role: you will set direction where needed and do the work yourself where it matters. We expect you to use AI tools as a core lever to deliver significantly more output across every workstream.

KEY RESPONSIBILITIES

1. Fundraising and investor relations

- Drive ongoing equity and debt fundraising processes together with the CEO and CFO, from pipeline building to term sheet and closing.
- Prepare and maintain investor materials: pitch decks, investment memos, data rooms and supporting financial analysis.
- Identify and engage development finance institutions, impact investors, banks and grant programmes relevant to e-mobility and fleet expansion.
- Coordinate due diligence, lender reporting and compliance deliverables towards existing financiers.
- Structure regular investor and board updates.

2. Professionalising and optimising commercial efforts

- Develop and execute the commercial strategy together with the Commercial Director.
- Build a structured sales process for fleet leasing and ETA Transfers: target segments, pipeline stages, qualification criteria and conversion metrics.
- Set up and enforce disciplined CRM use, pipeline reviews and sales forecasting.
- Develop standard proposal templates, pricing approval workflows and contract hand-over procedures.
- Support key account pursuits and partnerships, and help onboard and steer new commercial hires.
- Define commercial KPIs and report on them on a monthly basis.

3. Management support and execution

- Run the management cadence: weekly priorities, meeting preparation, decision follow-up and accountability.
- Translate strategy into a clear set of objectives and track delivery across the organisation.

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- Lead special projects and new initiatives as they arise, and act as a sparring partner to management.
- Embed AI tools and automation across fundraising, commercial and operational workflows (research, analysis, drafting, reporting and process automation) to raise the output of the whole team.

WHAT SUCCESS LOOKS LIKE AFTER SIX MONTHS

- Active fundraising processes advanced to term sheet or closing, with a complete and current data room.
- A functioning sales system with a reliable pipeline, forecast and monthly commercial reporting.
- Documented core processes with clear owners and a management dashboard in use.

WHO YOU ARE

- 5+ years of experience in strategy consulting, investment banking, private equity, development finance and/or a senior operating role in a high-growth company.
- A proven track record in fundraising or transaction execution, ideally with DFIs or impact investors in East Africa.
- Strong commercial instinct and experience building or professionalising B2B sales processes.
- Highly analytical: comfortable building and challenging financial models, business cases and KPI frameworks.
- A structured self-starter who thrives on autonomy, ambiguity and a wide variety of tasks, and who gets things done.
- Excellent written and verbal communication in English; Swahili is an advantage.
- Familiarity with the Kenyan business environment. Experience in mobility, energy, leasing or asset finance is a strong plus.
- Preferred: an established network at East African financing institutions (banks, DFIs and asset financiers).
- Strong AI proficiency: you use AI tools daily for research, analysis, financial modelling, drafting and automation, and can show concrete examples of how this multiplied your output.

WHAT WE OFFER

- A high-impact role at the centre of a fast-growing climate business, working directly with the founders.
- Real ownership and visibility across fundraising, commercial and operational decisions.
- Competitive compensation, commensurate with experience and the nature of the engagement.
- A clear path to a permanent Chief of Staff role, subject to mutual fit after the interim period.

HOW TO APPLY

Please send your CV and a short motivation (maximum one page) to info@electrictransits.africa, with the subject line "Chief of Staff". Applications are reviewed on a rolling basis. The deadline for applications is 30 November 2026.