

Vacancy Announcement

Position : Project Assistant
Department : Programs
Deadline : September 19, 2026
Duty station : Nairobi

1. About CPS

Cloud Productivity Solutions Limited is a technology firm founded in 2015, with operations in Kenya, Tanzania, Uganda, and Zimbabwe. We help large and medium-sized enterprises adopt modern technology solutions across cloud, cybersecurity, digital transformation, business applications, managed services, and productivity platforms. CPS serves customers across banking, insurance, government, non-governmental organizations, manufacturing, hospitality, and other enterprise sectors.

2. Role Summary

The Project Assistant will support the Programs Manager and Project Manager in planning, coordinating, governing, and monitoring CPS client projects and internal programs. The role will maintain accurate project records, track commitments and delivery progress, coordinate project forums, and support timely reporting and stakeholder follow-up. The position is intended to strengthen project visibility, audit readiness, documentation quality, and operational efficiency across the project portfolio.

3. Key Responsibilities

- Support day-to-day coordination of assigned projects and programs from initiation through closure.
- Maintain project schedules, milestone trackers, action registers, risk and issue trackers, task lists, and delivery calendars.
- Coordinate project meetings, including meeting invitations, agendas, supporting documents, minutes, decisions, action owners, and due dates.
- Follow up with internal teams, customers, partners, and vendors on agreed actions, dependencies, approvals, and deadlines.
- Prepare draft weekly, monthly, milestone-based, and executive project status reports for review.
- Maintain well-organized project records in SharePoint, Teams, and other approved CPS repositories.
- Support preparation and administration of project plans, Statements of Work, readiness assessments, migration schedules, communication plans, change requests, closure reports, and project completion evidence.
- Track project deliverables, resource allocations, customer approvals, completion evidence, and portfolio-level updates.
- Support Microsoft-funded engagements, voucher tracking, program milestones, customer engagement records, and related delivery evidence.



- Assist in maintaining project management templates, checklists, trackers, standard operating procedures, and lessons learned.

4. Qualifications & Experience

- Bachelor's degree in project management, Business Administration, Information Technology, Management Information Systems, or related field.
- 1-4 years of experience in project administration, project coordination, PMO support, operations coordination, or IT project delivery.
- Working knowledge of project schedules, status reporting, risk and issue tracking, action tracking, document control, and project governance support.
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Teams, SharePoint, and Planner.
- Strong written and verbal communication skills with the ability to prepare clear project records and reports.
- Excellent organization, prioritization, time management, and follow-through.
- High attention to detail and ability to maintain accurate records across multiple concurrent projects.
- Experience supporting technology project environments, including Microsoft 365, cloud, cybersecurity, migration, adoption, managed services, or digital transformation projects, will be an added advantage.

5. What We Offer

- Competitive salary based on experience and internal grading.
- Career growth in a rapidly expanding regional technology company.
- Exposure to enterprise technology projects across multiple industries and countries.
- Opportunity to work with cross-functional teams, customers, technology partners, and program stakeholders.

