A Career Opportunity to advance our work transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!

In keeping with our mission to enable Africa’s brightest students to flourish, at AIMS we are equally dedicated to fostering an environment in which we enable and challenge our internal talent to flourish to their fullest capacity as we strive to generate The Next Einstein!

The Gender Summit Africa – www.gender-summit.com

The Gender Summit, established in 2011, was created to provide a platform where scientists, gender scholars and policy makers can jointly discuss available research evidence around the relationship between gender equality and research quality, and the need for action through scientific consensus. While the platform was established in Europe, it quickly migrated to other regions, launching in Africa in 2015.

The Gender Summit – 18 Africa will proudly host the brightest minds from across the continent in a two-day dialogue, showcasing ground-breaking research, best practices in science and policy, and innovative agriprenurial endeavours. This year’s Gender Summit Africa theme is Agriculture through the Gender Lens: From Surviving to Thriving in a Climate Changing World.

If you bring a collaborative spirit with a passion to effect change, consider this opportunity as the...

Gender Summit Africa Intern, AIMS Secretariat/Nairobi, Kenya

Through this experiential assignment and reporting to the Manager, Gender Equality, Diversity, and Inclusion, your role will be to support the logistics for the Gender Summit Africa in Nairobi, Kenya. Specifically, the work includes handling logistics for the Gender Summit, including but not limited to, securing and coordinating speakers, as well as managing their travel and accommodation arrangements. You will receive the guidance needed to be hands on and actively contribute to the successful launch of the Gender Summit Africa.

This internship will be home-based, ideally in Nairobi, Kenya. It will be a paid placement with full-time hours.

Key learning opportunities and responsibilities will include:

- Supporting logistical organization of the Gender Summit – Africa, through consolidation and management of master list of speakers and participants for Gender Summit;
- With support from the Manager, draft and send invitation letters for speakers, sponsors, supporters, etc.
- Track and update registration of all stakeholders;
- Attend to queries and requests for information from all stakeholders;
- Coordinate travel and accommodation bookings for speakers;
- Preparation of event briefs and session concept notes, including speaking outlines if necessary;
Conducting research on potential participants/sponsors for the Gender Summit;
Plan and coordinate calls with speakers ahead of Summit to support their preparation;
Demonstrating and ensuring a high standard of quality, efficient use of time, and achievement of project milestones within prescribed timelines, and;
Providing ongoing support to the Manager, Gender Equality, Diversity and Inclusion, as needed.

Do you have what we need?

- Bachelor’s degree in relevant area and/or equivalent work experience;
- A demonstrated passion for gender equality, diversity and inclusion;
- Strong project management, organizational and writing skills;
- Able to promote and maintain a collaborative working environment;
- Demonstrated ability to review, synthesize and analyze information / data and produce quality reports, especially against gender equality results activities;
- Flexible approach to dealing with changes in priorities;
- Experience in managing multiple priorities;
- Fully Equipped Home Office, (reliable computer/laptop; internet, printer/scanner, etc.);
- Excellent computer skills using MS Office, especially Excel;
- Fluency in French an asset.

Are you ready to take on this role and be a part of the transformation?
Submit your letter of motivation, with a detailed CV in English to: careers@nexteinstein.org (i.e. quote “Gender Summit Intern” in the subject line). Applications will be accepted until December 20, 2019.

Once your application is reviewed, you will be notified via e-mail of next steps in the process. From time to time, and as circumstances change within the organization, AIMS may elect to accelerate, extend or discontinue the selection process. As such, AIMS reserves the right not to make an appointment at its sole discretion.

AIMS-NEI is an equal opportunity employer.