



Rift Valley Institute
Job Description
Education Programme Intern

Job Title: Education Programme Intern

Location: Kenya

Length: Initially 3 months with possible extension for another 3 months by mutual agreement

Reporting Structure: Reports to Education and Forums Manager

Scope of the role:

Working under the line management of the Education and Forums Manager, the intern provides timely admin and logistics support during the planning and implementation of courses and performs post courses follow-up activities as guided by the Manager.

Key working relationships

- Maintain regular contact with course programme manager and any other staff working on courses and forums (where required)
- Work on a regular basis with RVI partners, consultants and other key stakeholders of the courses programme
- Occasionally work with other RVI staff as required on communication and marketing as well as design related issues

Key Responsibilities

Course administration (35%)

- Correspond by email and phone with course participants and consultants.
- Prepare and file all documentation related to the courses.
- Take minutes of meetings and prepare regular progress reports.
- Assist in drafting of contracts and other procurement related paperwork.
- Coordinate the production of all materials related to courses.

Course logistics (35%)

- Coordinate visas, flights, taxis and travel plans for course consultants and participants.
- Book and manage external service providers.
- Ensure up to date contact information for emergency services and other key contacts.
- Ensure all equipment and stationery necessary for the course is functional.
- Provide pre---, during and post--- course administrative and logistical support.

Information and communications (20%)

- Regularly compile course information for monthly mail-outs and updates for website.
- Contribute to marketing and social media campaign.
- Supervise the timely production of the course marketing materials.
- Organize and maintain filing system for all course related documentation.
- Update database software with participant and consultant information.

Finance (10%)

- Assist in preparing budgets as required.
- Assist in monitoring expenditure.
- Administer course related expenditure.

Person Specification**Knowledge & Qualifications**

- Bachelor's degree in African studies, International Studies, Business Administration, Events Management, or other related degree.
- Interest in and/or experience working in or on eastern and central Africa.
- Working knowledge of a relevant second language (particularly Swahili, French)

Experience

- Experience running large scale/ multi-national events, especially online or on a hybrid model.

Skills & Abilities

- Strong oral and written communication skills; particularly experience with corporate writing in English/French, especially writing reports
- Ability to stay calm under pressure and to quickly problem solve in a fast-paced environment (particularly in running large events).
- Multi-tasking skills: Ability to juggle various moving pieces/projects particularly in running high-level events.
- Strong interpersonal or cross-cultural skills; ability to work well with teams and people from various backgrounds, professions, and countries.
- Tech-savvy; ability to solve technology-related problems and/or learn how to solve new tech challenges quickly.