



Communication and Administrative Intern

Description of the role

The African Leadership Centre, Nairobi, Kenya, seeks a Communication and Administrative Intern to serve as an Assistant to the Director as well as a part of the Strategic Communications team. The individual will have dual reporting lines and will split the time between the two portfolios. S/he will be charged with the efficient and effective functioning of the Director's office as well as providing support towards the implementation of the Centre's Strategic Communication's strategy and work plan.

Main Tasks

The intern will be part of African Leadership Centre staff and will work closely with the ALC Director and ALC Strategy and Communication team and ALC Pan-African Radio team, on a range of tasks including:

1. Overall support to the office of the ALC Director - office maintenance/administration including maintaining filing and documentation system.
2. Director's diary management.
3. Assisting with Director's internal and external communications.
4. Facilitating and key liaison for Director's logistics and travel.
5. Providing research assistance to Director where relevant.
6. Maintaining a high level of confidentiality and discretion in the execution of duties in the Director's office.
7. Providing logistical support to the organization of visibility and knowledge-sharing activities.
8. Support conceptualisation and development of digital multi-media content for the ALC Website and affiliated website i.e. ALC Pan-African Radio, ALC Newsletter and ALC Alumni network Website.
9. Contributing creative ideas to reach and engage different audiences in Africa and around the globe.
10. Regular update and maintenance of ALC and affiliate social media accounts i.e., Facebook, Twitter, LinkedIn, i-Tunes, Tune-in and Sound Cloud and any other platforms to be developed.
11. Multi-media monitoring of content from internal as well as external sources specifically for ALC-interest and related stories and provide regular reports.
12. Monitor and track outcomes of ALC communications activities.
13. Multi-media content production and post-production i.e., recording, editing and broadcast video, photography and audio content for ALC communication platforms.

Competencies

- Strong administrative, organizational and interpersonal skills.
- Graduate-level degree programme in media and or communications field.
- Experience in web writing and editing, project and event management, audio-visual production and editing are particularly desirable. Proficiency in sony-vegas, final cut and logic pro for video, photo and audio editing is preferred.
- Excellent computer skills with particular interest and familiarity with social media.
- Proficiency in both spoken and written English (ability to speak or write in any of the other languages widely spoken in Africa, e.g. French, Portuguese, or Kiswahili will be an added advantage).
- Strong writing and analysis skills
- Ability to work under pressure and multi-task.
- Ability to work in a diverse and multi-cultural environment, as a member of a team.
- Broad knowledge of peace, security, development, international relations and African Affairs will be an added advantage.

Duration

This position will be subject to a 12 months contract with a possibility of extension for an additional year upon satisfactory performance and subject to availability of funds. The position is a full time position.

Remuneration

Commensurate with experience and ALC salary structures.

Application Guidelines

All applicants wishing to be considered for the position are required to supply the following documents in English.

1. A written cover letter;
2. A detailed CV describing the candidate's professional and academic experience; up-to-date contacts (email & phone) of at least two referees' preferably one professional and the other from the applicant's academic experience.
3. Copies of relevant academic certificates

All applications should be sent in a single Pdf or doc document no more than 5MB to info@africanleadershipcentre.org with the subject line [**Re: ALC Communication Intern**] on or before **31st January 2017**. Any application received after this date will not be considered. Only successful candidates will be contacted. Therefore, if you do not hear from the ALC by **28 February 2017** consider your application unsuccessful. Any and all forms of canvassing will not be tolerated.

The ALC is an equal opportunity employer that is committed to ensuring diversity in its staff and does not discriminate in its hiring practice. For more information about the ALC, visit our website: www.africanleadershipcentre.org