



Ushirika wa Maendeleo ya Elimu Barani Afrika
الرابطة لأجل تطوير التربية في إفريقيا
Association for the Development of Education in Africa
Association pour le développement de l'éducation en Afrique
Associação para o Desenvolvimento da Educação em África



CALL FOR APPLICATIONS

INTERNSHIP OPPORTUNITY: ADEA KNOWLEDGE HUB ASSISTANT INTERN

Association for the Development of Education in Africa (ADEA)

Duty Station: Remotely (Aligned with Abidjan Time, GMT)

Type of contract: Internship

Duration: 6 months

Deadline for submissions is Friday, 9th February 2024, at midnight (12:00 am) GMT to the following address: adea-applications@afdb.org. The subject of the e-mail should be "Knowledge Hub Assistant Intern".

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Knowledge Management Officer (KMO), and in alignment with ADEA's vision, mission, and goals, the Hub Assistant Intern will play a crucial role in supporting the operations and initiatives of the [Knowledge Hub](#). This role is an excellent opportunity for individuals seeking to gain practical experience in knowledge management and administrative support within an international and multicultural setting.

DUTIES AND RESPONSIBILITIES

As a Hub Assistant Intern, you will be entrusted with the following tasks:

- **Metadata Management for Document Indexing:** Accurately fill in the metadata forms for each asset on the Knowledge Hub, ensuring that all information is complete and correctly catalogued for easy retrieval and reference.
- **Document Formatting Consistency:** Assist in ensuring that documents related to the Knowledge Hub are formatted uniformly and professionally, in line with ADEA's established guidelines.
- **Event Note-Taking and Reporting:** Actively participate in ADEA-organized events by taking detailed notes, capturing essential points, decisions, and action items for future reference and effective dissemination.
- **Logistical Support for Events:** Provide necessary logistical assistance for meetings, workshops, and other events associated with the Knowledge Hub, helping to ensure their successful execution.
- **Versatile Support for the Hub:** Undertake various additional tasks as needed, aiding in the overall management and smooth functioning of the Knowledge Hub.

LEARNING OBJECTIVES

The intern will gain:

- Insight into the workings of ADEA and its commitment to promoting high-quality African education and training.
- Experience in knowledge management in an international and multicultural context.
- Skills in documentation management, and collaboration in a professional environment.

WORKING ARRANGEMENT

The selected intern will primarily work remotely, with an expectation of dedicating 20 hours per week to the role. Regular check-ins and updates will be scheduled to ensure alignment with ADEA's objectives and to provide support. The intern should have a reliable internet connection and a suitable environment for remote work. While the position is remote, the intern should be available during specified working hours for collaboration, meetings, and updates.

REQUIRED QUALIFICATIONS

- **Age:** Minimum 20 years old.
- **Academic qualifications:** Currently enrolled in a graduate programme: Master's degree, PhD, or equivalent, second university degree or higher. Candidates with a background in information management, education, international development, or related fields are preferred.
- **Technical Proficiency:** Proficient in standard office applications such as Word, Excel, PowerPoint, and other relevant design and communication applications.
- **Languages:** Excellent command of either English or French. A good working knowledge of the other language is an asset. Proficiency in Portuguese is a plus.
- **Artificial Intelligence Acumen:** Familiarity with or a basic understanding of Artificial Intelligence applications and tools would be an advantage.
- **Team Dynamics:** Ability to work well in a team and adapt to an international working environment.
- **Interpersonal Competence:** Strong interpersonal as well as oral and written communication skills.

SELECTION AND RECRUITMENT PROCESS

Applications must be sent to adea-applications@afdb.org no later than Friday, 9th February 2024, at midnight (12:00 am) GMT. The subject of the e-mail should be “Knowledge Hub Assistant Intern**”.**

To apply, candidates should submit their most recent curriculum vitae, a letter of motivation explaining how they are fit for the role and two professional references.

Due to the high volume of applications, only selected candidates will be contacted through a formal correspondence via e-mail. Please do not contact ADEA or staff members to enquire about the status of your application.