



INTERNSHIP OPPORTUNITY

The Sustainable Development Solutions Network (www.unsdsn.org) was launched by United Nations Secretary-General Ban Ki-moon in August 2012. The network is led by Professor Jeffrey D. Sachs and mobilizes scientific and technical expertise from academia, civil society, and the private sector in support of sustainable development at local, national, and global scales.

The SDSN is building a global network of universities, research centers, civil society organization, and other knowledge institutions to support the implementation of the Sustainable Development Goals (SDGs). National and Regional SDSNs support the localization of SDGs and their implementation, develop long-term transformation pathways for sustainable development, promote education around Agenda 2030, and launch solution initiatives.

In order to help to develop and manage the SDSN Great Lakes network, hosted by the University of Rwanda-College of Business and Economics, we are seeking a dynamic and talented individual to work as an Intern on the position of:

ASSISTANT NETWORK MANAGER

Reports to: Network Manager and Chair of SDSN Great Lakes (University of Rwanda)

Location: Kigali, Rwanda

Internship contract term: 6 months initially with the possibility of renewable for additional six months based on performance

Stipend: An attractive Monthly Stipend will be provided

Main duties

The Assistant network manager will be responsible for the following activities:

- ✓ Day to day network development and support to the membership drive
- ✓ Assist in proper coordination with the SDSN Secretariat team and regional members;
- ✓ Assist the Manager in relations with other partners, including donors, and build and manage relations with institutions in the region;
- ✓ Collaborate with researchers on projects and SDSN Solutions Initiatives, and support new network initiatives;
- ✓ Maintain regular communications with members and stakeholders through regular newsletters, the SDSN online communications platform (Mobilize), and social media.
- ✓ Provide activity-related budgets and report on all above activities.

The Assistant manager will also have to take on the following objectives:

- ✓ Be an Office Contact Person for Great Lakes SDSN;
- ✓ Handle day to day office administrative duties

α

- ✓ Provide assistance to Planning and fundraising strategies
- ✓ Organize activities for an annual conference and periodic workshops;
- ✓ Provide support in seeking funds, in the management of agreements, and in reporting.

Required qualifications, knowledge, skills and abilities:

- ✓ Bachelor's degree preferably in Statistics, Development Studies, Finance, BIT and other related fields with a proven interest in SDGs (Students who are in their Final Years can also apply)
- ✓ Fluent in English and French
- ✓ Competence in project planning, Office Management, reporting, including contracts and budgets
- ✓ Willingness to travel throughout the region and outside Kigali
- ✓ Ability to prioritize responsibilities and work independently without supervision
- ✓ Excellent relational skills and experience in contacts with international institutions;
- ✓ Excellent organizational skills and attention to detail, particularly in relation to international events, conferences and meetings;
- ✓ Personal motivation, skills and/or professional competences in relation to the subject of the call.
- ✓ Knowledge of IT including having great interest in using social media

HOW TO APPLY

To apply, please submit by **e-mail only** and attach a one PDF file comprising of your letter of interest, updated CV with 3 professional referees and an essay of 400 words on any topic related to SDGs to the Network Manager greatlakes@unsdsn.org with a copy to principal.cbe@ur.ac.rw with the position title in the subject line.

CLOSING DATE: 27th June 2020

All qualified individuals are welcome to apply. Only shortlisted candidates will be contacted for further steps.

Dr. Faustin Gasheja
 Chair of the SDSN Great Lakes
 Ag. Principal, University of Rwanda College of Business and Economics

