



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 WEBMASTER 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, 9<sup>th</sup> February 2024, at midnight (12:00 am) GMT to the following address: [adea-applications@afdb.org](mailto:adea-applications@afdb.org). The subject of the e-mail should be "Knowledge Hub Webmaster Intern".**

#### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Knowledge Management Officer (KMO), in close collaboration with the IT Officer, and in alignment with ADEA's vision and mission, the intern will contribute to the enhancement and management of the [Knowledge Hub](#). This role is an excellent opportunity for individuals seeking to gain practical experience in knowledge management and IT support within an international and multicultural setting.

#### DUTIES AND RESPONSIBILITIES

The intern will be tasked with:

- Repurposing and formatting content received in a variety of formats from stakeholders to align with ADEA's communication strategy and publishing the materials on the Hub.
- Ensuring that the Hub content and design attracts maximum audience while complies with ADEA's web policies and regulations at the same time.
- Developing and enforcing metadata, such as descriptions and keywords to aid in Hub indexing and improved searchability.
- Linking the Hub with ADEA's social media tools (LinkedIn, Twitter, Facebook) to attract more audience in both the Hub and ADEA's social media.
- Ensuring that all documents related to the Knowledge Hub are formatted consistently and professionally, adhering to ADEA's guidelines.
- Ensuring that content that is uploaded is available in the Hub's two languages (English and French).
- Providing logistical support for meetings, webinars, workshops, and other events related to 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: Engineering degree, Master's degree, PhD, or equivalent. Candidates with a background in IT, information management, education, international development, or related fields are preferred.
- **Website Development:** Having a basic understanding of website development with CMS (Drupal).
- **Technical Proficiency:** Proficient in standard office and adobe applications such as Word, Excel, PowerPoint, Photoshop, Illustrator, InDesign, and other relevant software.
- **Artificial Intelligence Acumen:** Familiarity with or a basic understanding of Artificial Intelligence applications and tools would be an advantage.
- **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.
- **Team Dynamics:** Ability to work and adapt to an international working environment.
- **Interpersonal Competence:** Strong interpersonal and communication skills.

## SELECTION AND RECRUITMENT PROCESS

**Applications must be sent to [adea-applications@afdb.org](mailto:adea-applications@afdb.org) no later than Friday, 9<sup>th</sup> February 2024, at midnight (12:00 am) GMT. The subject of the e-mail should be "**Knowledge Hub Webmaster 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.*