

## Project Assistant for the Women in Innovation (WiIN) program

<b>Contract:</b>	Temporary, full-time
<b>Location:</b>	Kigali, Rwanda
<b>Duration:</b>	15 May 2017 –7 July 2017
<b>Start date:</b>	15 May 2017
<b>Remuneration:</b>	350 USD (weekly basis; this will be a contractor payment and you will have to cover your own social costs)
<b>Applications close:</b>	Please submit <b>as soon as possible</b> , decisions will be made on a rolling basis.

### 1. Overview

The Project Assistant supports and helps with all project activities in cooperation with and under the supervision of the project coordinator, aiming at a flawless implementation of the WiIN programme in Rwanda, with a particular focus on the realization of the workshop between June 5 – July 1, 2017.

### 2. Infinite Potentials Consulting (IPC)

IPC is a management consulting firm which focuses on the provision of international-class strategic advisory services to the rapidly growing African market. With initial focus on the education, healthcare and energy sectors, IPC and its team (Kenya, Rwanda and Germany) and international advisors partner with leading organizations in Africa and work with them to realize their potential.

IPC was established in 2013 and after successfully delivering a set of projects to clients from around the world, is now seeking a new team temporary member to join the team, based in Kigali.

### 3. Background info on the project: Women in Innovation Mentoring (WiIN)

Together with global healthcare leader Johnson & Johnson as the presenting partner, IPC will implement a new program to strengthen the number of women in leadership and science-related positions in the African workforce, called Women in Innovation Mentoring (WiIN).

Through WiIN, female university graduates will be supported and be provided with leadership skills, focussed training on essential skills for improving their career prospects and encouragement to pursue science-directed careers. The course is directed at fresh university graduates and specially designed to meet young women's needs during this essential period in their lives – the transition from student life to professional life. Experienced lecturers and supportive peer mentors will assist participants throughout the program to maximize learning and value.

The first edition of WiIN will be implemented in partnership with the University of Rwanda and others in the Rwandan academic community, providing training to 1000 young women in Kigali from June 5 to July 1, 2017.

## 4. Responsibilities

### Logistics

- During Event/On-Site Support: Assist the on-site execution of the WIIN program event including all logistical components such as preparation of the workshop venue, local transport, catering, IT, stationery, translation, etc.
- Support coordinate the organization and activities for WIIN workshops.
- Supervise logistics staff (security, transport, cleaning).

### Administration & Project Management

- Coordinate activities, resources, equipment and information.
- Compile and collect statistics.

### Communications and Public Engagement

- Support PR and communications activities including through taking photos and making social media posts.

## 5. Competencies required

- Solid organizational skills including attention to detail and ability to multitask.
- Able to adapt to new situations and able to deal with ambiguity.
- Experience in project management; experience in meeting and conference planning logistics ideal.
- Fluency in English, written and spoken, French is an asset.
- Working knowledge of Microsoft Office as well as Gmail.
- Familiarity with the city of Kigali and its surroundings.

## 6. Working Conditions

- It is expected that the role will require working flexible working times, including some evenings, weekends or holidays.
- Performs other duties as assigned.

**Deadline for applications:** Please submit **as soon as possible**, decisions will be made on a rolling basis.

Please submit a 1-page cover letter as well as your resume **only by email** to:

[katharina@infinitepotentials.org](mailto:katharina@infinitepotentials.org)

Please submit only your CV and cover letter in **one PDF file**  
and name the file with **your last name**.

**We look forward to receiving your application!**