Position Profile

Programme Assistant (full-time)

Background

In this third annual offering, KIT Gender and the UN Women Training Centre are hosting a Professional Development Programme for Gender Trainers in 2019-2020. At the end of this programme, participants will:

• Have sharpened their training skills and knowledge of gender and development concepts as a gender equality trainer
• Be able to better employ learning and knowledge strategies
• Be able to re-claim training for gender equality as a political feminist process
• Have renewed energy as a gender equality trainer and commitment to gender training as a transformative process

KIT Gender is looking for an intern Programme Assistant to support the development and preparation of the programme.

Tasks and responsibilities

Overall: responsible for supporting the planning and logistics of the programme working closely with and under the supervision of the Programme Coordinator

• Support participant registration and preparations
• Organize logistics (training facilities, participant logistics, learning material production, virtual training)
• Plan and organize communications
• Undertake communication tasks (website, social media) as needed for KIT Gender
• Manage programme information
• Develop report of recommendations for future courses
• Support to other KIT projects as mutually agreed

Profile

• Current student (Bachelor, Master) in media, information, communications, management, development or related fields
• Interest in hands-on experience planning and organizing a professional development programme
• Interest in international development, gender equality and capacity strengthening activities
• Affinity with social media tools
• Ability to work in English (speak, read and write)
• Ability to work in Amsterdam (flex work can be negotiated)

Other details

Duration: six months
Starting date: October 7, 2019
Contract and Remuneration: EUR540/month
Deadline for applications: September 16, 2019

For more information and submission of applications, contact: Ines Francisco <pdpgt@kit.nl>