



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 transformatory 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>