



JOB OFFER

ROLE : Programme Officer

PERIOD : January 2022 - March 2022

LOCATION : Belgium (only Brussels and Wallonia)

SALARY : 800€ per Month

DEADLINE FOR APPLICATION : Open until January 1, 2022

About the organisation - Who we are.

African Gist is a platform aiming at empowering creative entrepreneurs from Africa and its diaspora through digital and business training.

We strongly believe in the impact of the creative economy in the fight against unemployment amongst the youths in Africa and its diaspora. We also believe in the importance of digital learning for business sustainment in a changing world. Therefore, we developed various training programs aiming at supporting early-stage creative entrepreneurs in their journey to digitising their activities.

More than a learning platform, we are an expanding community of creatives from Africa and its diaspora using digital resources as an asset for local community and business growth.

We encourage innovation through collaboration, therefore, we foster experience exchange between creative in African and Europe. We aim at becoming a collaborative platform between Europe and Africa fully dedicated to creatives.

Over the last 4 years, we have empowered over 400 youths in Belgium, Nigeria, Ghana, UK and DR.Congo and more through collaborative workshops involving young talents and highly experienced entrepreneurs, mentors, media personalities and business angels.

We are physically active in Belgium and Nigeria and have the ambition to develop more digital learnings designed for a broader audience. We also have the ambition to grow our team by recruiting a **Programme Officer** to join our international team.

About the role - Why do we need you ?

The Programme Officer will support the Operation Responsible in the coordination and follow up of our yearly training programs.

- Contribute to the design of our yearly training programs ;
- Manage the yearly planning of the training, online activities and workshops ;
- Coordinate the organisation of our events with our local partners ;
- Together with the partnership team, selection and coordination of trainers and mentors ;
- Manage registration, attendance to training and satisfaction reports ;
- Report on attendance and keep on stats for the trainings and workshops ;
- Develop training material together with the marketing team ;
- Support the communication team for campaigns preceding the training ;
- Ensure the follow up of the training with the mentors and trainers ;

In addition, the **Programme Officer** will oversee and help coordinate the organisation of our online and offline programmes. He/She will :

- Oversee the organisation of online and offline events ;
- Coordinate the various tasks with the local partners, local members and the Partnership team before, during and after events ;
- Be responsible for the well management of these events;
- Be the main point of contact for event partners and local staff;
- Together with the communication team, handle the well use of brand material by the partners and local staff.

The perfect candidate :

You are :

- A recent graduate in communication, event organising or any relevant field ;
- Registered as jobseeker at FORUM or ACTIRIS ;
- Fluent in English (both written and spoken) ;
- Available at least 10 to 15 hours per week for 12 weeks ;
- You are between 20 and 35 years old ;
- Living in Wallonia or Brussels for at least 2 years ;
- Passionate about Africa, digital learning, creativity, technology, and entrepreneurship ;
- Able to work remotely with little supervision ;
- Love working in a diverse and international environment ;
- Well organised ;
- A team player.

What we offer - What's in it for you ?

- A compensation (salary) of 800€ per month (if you meet all the above conditions);
- Join an award-winning organisation active at the international level ;
- Oversee the organisation of our biggest international event organised so far ;
- Design a unique training programme that will be followed by creative entrepreneurs in Africa and Europe ;
- Meet international trainers and mentors ;
- Gain experience in event and training organisation

Interested ?

Send your CV and a motivation letter in English (no more than one page) at the following email address : **hello@africangist.org**.

Priority will be given to young people looking for a first work experience.

We can't wait to welcome you to our team !