

## Research and New Initiatives Intern for Kafue Innovation Center (K.I.C.)

### *About K.I.C.*

The Kafue Innovation Center aims to create an innovation space for both artisans and non-artisans to work and learn together to improve their lives through technology and innovation development. K.I.C. is located in the heart of Kafue town, Zambia.

### *About the Job*

The Kafue Innovation Center is looking for a Research and New Initiatives Intern to assist the Programme team in improving its operations and services. The candidate will provide daily support in managing the centers activities including but not limited to its related social media platforms and/or as well as any additional projects undertaken by the centers team.

S/he will also support research into a wide range of activities and services relating to improving the centers operations, communication strategies, and guidelines that contribute to the efficient running of the innovation center. The candidate is expected to have some knowledge of the technology and innovation in the context of Zambia as well as a working knowledge of web based content management tools.

The internship will primarily be located in the Kafue Innovation Center in Kafue Town, Zambia.

### *Duties and Responsibilities*

The principal duties are to:

1. Assist in development of a institutional structure
2. Development of informational services for the center
3. Assist with implementation outreach services with schools in Kafue
4. Develop a profile of both income generating and non-income generating activities for center
5. Assist in creating a platform for effective community engagement and beneficial activities for community members
6. Assist with managing and maintaining the centers' social media platform
7. Contribute to drafting of short training curriculum for the center
8. Assist with procurement and logistics for centers events
9. Contribute in drafting/developing a center charter

### *Qualifications*

The candidate will have skills in the following areas:

1. Strong research and writing skills; ability to summarize ideas.
2. Ability to manage tasks and work by deadlines.
3. Good understanding of technology and innovation at grassroots level and within Zambia

4. A people person

5. A self-starter and a team player

### *How to Apply*

Please send a CV and cover letter to Lulu Chuulu at [lchuulu@yahoo.com](mailto:lchuulu@yahoo.com) and IDIN at [idin-opportunities@mit.edu](mailto:idin-opportunities@mit.edu).

This is a full-time position that includes a reasonable stipend and accommodations for each month. International interns' travel expenses to and from Zambia cannot be funded by the center. However, IDIN would be happy to work together with the candidate to apply for whatever other finances could be obtained to support them during the period, including travel expenses for international interns.

The position will last for two months and will preferably start in November 2015.