

ASTON SECRETARIAT IS LOOKING FOR A "PROJECT FINALE" INTERN

ASTON NETWORK

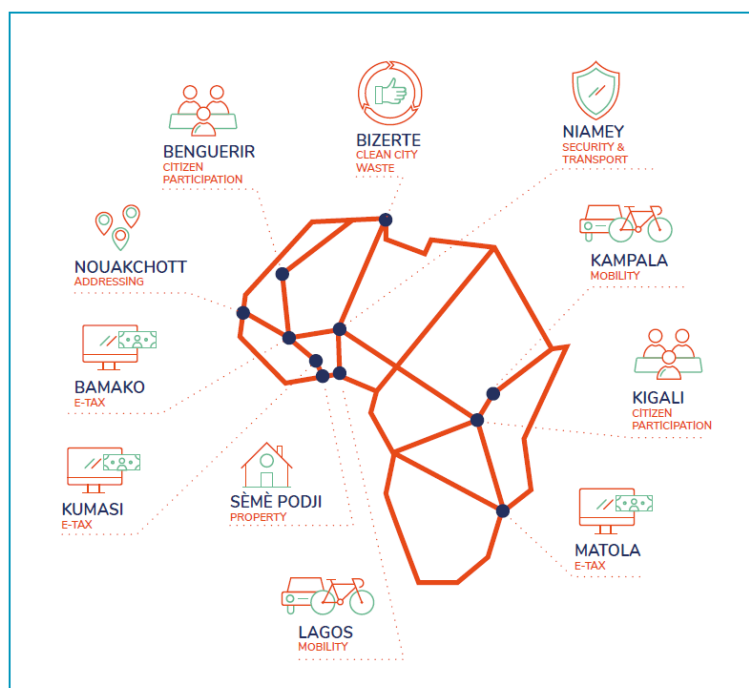
ASToN is a network of 11 African cities using digital tools to overcome local and global challenges. Through peer exchange and learning, engaging our local stakeholders and taking a results-oriented approach, we are making our cities more sustainable and inclusive places to live and work.

Our hope is that by creating a cohort of cities and collaborating in this way, ASToN cities can become leading digital actors, faster, and in a way that's appropriate and sustainable for each own's local context.

This flagship programme is financed by the [French Development Agency](#) (AFD), managed by the [French National Urban Renovation Agency](#) (ANRU) and inspired by [URBACT](#) knowledge and tools.

URBACT is a European cooperation programme for cities. For 17 years, URBACT has worked with more than 1000 cities in Europe building city-to-city cooperation networks. Through URBACT, cities developed tailor-made solutions to solve their local challenges.

WHICH CITIES ARE INVOLVED?



TIMELINE

Organised around 3 phases - EXPLORE - ENGAGE - EXPERIMENT, the network started its activities September 2019 and is due to last until mid-2022.

EXPLORE	ENGAGE	EXPERIMENT
<p>Through research and visits we published a baseline study of where cities were including a vision of what's next - what we'd like to learn, and how far we think we can go.</p> <p>Cities started involving local stakeholders and working on defining their main challenge.</p>	<p>During this phase cities drafted the preliminary research, a document that provides the perimeter of their challenge and the first ideas about how to tackle it.</p> <p>They also designed a V1 of their solution through the local action plan.</p> <p>Besides the local work, we held a series of transnational meetings, workshops and exchanges to share ideas and what we are learning.</p> <p>We looked into the skills needed for cities to succeed their digital transition.</p>	<p>The 'doing' phase where we'll each implement pilot projects, experimenting, working on our challenges in our respective cities, and leaving no one behind as we do so.</p> <p>By the end of EXPERIMENT phase, cities will have a clear idea of the actions which are bankable and not and the calendar for action.</p>
< June 2020	July 2020 - June 2022	Dec 2021 - April 2022

DESCRIPTION OF THE INTERNSHIP

As a flagship project, one of our main aims in ASToN is to be able to capture the learning and the process of the whole ASToN journey both for the cities and for the network as a whole, for other cities and other organisations to be able to take advantage of this initiative.

This objective implies a variety of very diverse activities from the on-going project evaluation to capturing the cities' stories, reflecting of the best format for the final project output to best equipping cities for their local activities once the project is over. Some of them have already started, some others are yet to be designed and put in place.

Under the responsibility of the Network coordinator and in liaison with the rest of the team, the intern will be part of these processes and contribute to them.

1 • Design and coordinate final ASToN outputs and event

- > Contribute to the design and production of the ASToN final output (experimentation catalogue, playbook of tools, city video logs) - liaise with ASToN lead expert and knowledge capturing team on calendar production, review content, follow-up layout process with graphic designer, set-up communication plan and follow through;

- > Support the design of network final event (ideally offline in one of the ASToN cities, to be held end of May 2022) – participate in agenda drafting, support content production, draft and follow-up on communication activities, liaise with hosting city for logistics;
- > Support ASToN participation to external events (knowledge sharing, info days, policy labs, closed seminars) – agenda drafting, contacting speakers, support event Lead in content production;

2 • Cities activities and support

- > Together with the Cities Project Officer and the Lead Expert, identify cities' needs, design and produce support tools for the cities to use after the end of the project, such as specific training sessions, roadmaps, checklists etc;
- > Co-animate ASToN online networking space (search and publish relevant content, follow-up on to-dos and firecamp discussions etc);
- > Support ASToN cities participation to external events (URBACt City Festival June 2022, World Urban Forum, June 2022) - registration, travel arrangements, on-site coordination.

The intern might be called to contribute to other general coordination and admin activities such as the follow-up of the project on-going evaluation, project audit, reporting etc.

B / PERSON SPECIFICATIONS

This internship is ideal for a student in urban development / political sciences/ international relations/ public administration, having a strong interest for International issues and urban development in Africa; but any student with a relevant diploma and demonstrable skills with digital tools would be considered.

- Knowledge of the issues and challenges related to smart cities' topics especially in African context is considered a plus.
- Excellent use of English and French, both written and spoken;
- Very good planning skills, ability to work under pressure and to meet deadlines, ability to work independently;
- Very good interpersonal relations and ability to interact with different kinds of stakeholders (city representatives, high-level speakers, service providers, experts involved in the delivery);
- Be curious and eager to be part of a small and dynamic team;
- Be innovative and creative, have a good eye for details (publications, website, materials production);
- Good use of Adobe pack (Photoshop, Illustrator, InDesign etc.)
- Good use of Microsoft pack (Word, Excel, PowerPoint);
- Experience with online meeting platforms (Zoom in particular)
- At ease with social media publishing and monitoring
- Possibility to travel outside Europe (subject to sanitary rules in place).

ADDITIONAL INFORMATION

Duration and starting date

6 months, from February 2022 to July 2022.

Internship conditions

Internship must take place within a training programme. An internship convention will be signed between ANRU, the school/University and the intern. Internship allowance will be around 560 € per month + contribution to local transport and meal vouchers

Candidates are invited to check with their universities that they are allowed to travel outside Europe, benefit from an insurance coverage for these trips and to confirm this in their cover letter.

Workplace

ASToN Secretariat

20, Avenue de Ségur, 75007, Paris

To apply

CV + cover letter (one of those in English and the other one in French) exclusively by email to:

simina.lazar@aston-network.org and thierry.picquart@aston-network.org

DEADLINE: 5TH JAN 2022