

ASTON SECRETARIAT IS LOOKING FOR A PROJECT INTERN

ASTON NETWORK

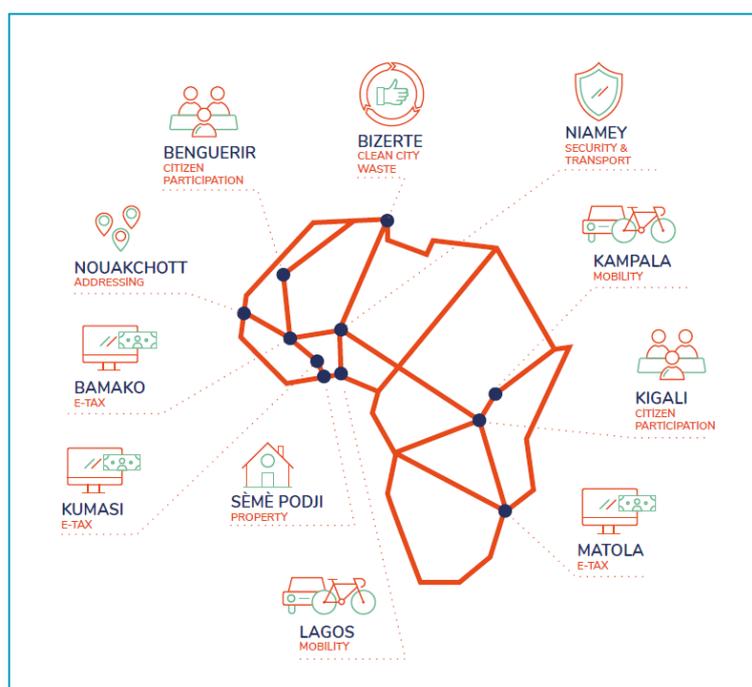
ASToN is a network of 11 African cities using digital tools to overcome local and global challenges. Through peer exchange and learning, engaging our local stakeholders and taking a results-oriented approach, we are making our cities more sustainable and inclusive places to live and work.

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 - December 2022	Dec 2021 - June 2022

DESCRIPTION OF THE INTERNSHIP

As our flagship project is getting close to its end, the ASToN Secretariat is working in parallel on several streams of action: general network activities and support to cities, knowledge capturing and sharing, partnerships and communication, evaluation and audit. Under the responsibility of the Network coordinator and in liaison with the rest of the team, the intern will be part of these actions and contribute to them.

Some of the main missions the intern will be specifically working on:

1 • Design the final events

- > Support the design of network final event (due to take place in one of the ASToN cities in November):
 - Participate in agenda drafting, support content production;
 - Coordinate cities participation and content production ahead of the event;
 - Draft and follow-up on communication activities, partners involvement and media;
 - Organise the after-event communication and exchange with participants: share materials, draft articles, coordinate any communication outputs etc;
 - Coordinate with hosting city for logistics before, during and after.

- > Support the design of network internal online last reflection session (due to take place In December) – agenda drafting, contacting speakers, support event Lead in content production, follow-up with city representatives.
- > Support the organisation of other internal online events for cities: learning events, inspiring talks, training sessions etc - agenda drafting, liaising with speakers and Lead person, communicate the event to cities etc.

2 • Launch of the ASToN knowledge hub

The knowledge hub represents the repository of all the knowledge produced by the networks during its 3 years of activity. It is the legacy of the project and serves various objectives:

- provide city leaders hands on tools to bring digital transition processes in their local administration,
- showcase the ASToN cities and their experience in the network,
- provide international organisations with a blueprint on how to design city-to-city cooperation networks.

The knowledge hub will be hosted on the ASToN website and will continue to be available after the project ends, its launch is foreseen for October 2022.

For this specific action, the intern will:

- > Coordinate inputs from various content leads and support drafting when needed;
- > Liaise with communication agency on the production calendar, organise content gathering and make it ready for the platform (adjust size, tagging, prepare visuals etc).

3 • Cities activities and support

- > Co-animate ASToN online networking space (search and publish relevant content, follow-up on to-dos and firecamp discussions etc) and liaise with cities on their activities;
- > Support the closure of the project regarding city activities: support cities in preparing their final activities (local events, design of the Local Action Plan), gather information, indicators and outputs for project closure;
- > Together with the Project Officer and the Lead Expert, identify any final 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;

The intern might be also 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);
- 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

4 months minimum, from September till December 2022. Possibility to extend till end of February 2023.

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: 31 AUGUST 2022

The ASToN Secretariat reserves the right to close the application process earlier, depending on the applications received.