

LSE Africa Summit

Recruitment – Logistics Coordinator

Job Title: **Logistics Coordinator(s)**

Start Date: October 2020

Summit date: March/April 2021

Application deadline: 13 September 2020

Remuneration: Voluntary

**** Applicants must be currently enrolled as a student at the LSE ****

About the LSE Africa Summit

The LSE Africa Summit is a two-day Conference focused on addressing the salient issues facing the African continent. The LSE Africa Summit brings together political, research and business leaders – those pushing Africa to the forefront of the global agenda – to engage with the pertinent themes of health, education, business and governance on the continent.

About the role

As a logistics coordinator, you would be responsible for the planning and execution of all logistics-related activities prior to the Summit, and on both days of the Summit. This includes conducting searches and making bookings for the most cost-effective flights and hotels, as well as the supporting the visa application process of speakers and coordinating transportation, including airport transfers. You would also be responsible for the preparation of sponsor/partner stalls as well as the stage and expected to work closely with speaker coordinators.

Key Abilities Required

- Possesses a good knowledge of (African) countries
- Excellent time management and organisation skills
- Excellent communication skills
- Team player
- Flexibility and proactiveness
- Ability to perform under pressure and in a fast paced environment
- Experienced traveller - familiar with the process of booking flights and acquiring visas
- Ability to think independently

Why should you apply?

- Be part of an engaged and ambitious team
- Develop your event planning and project management skills
- Develop your leadership and communication skills
- Network opportunities within the LSE and beyond
- You will also have the opportunity to engage with pioneering business and/or research personalities working in and on Africa

Please submit your CV and a short cover email outlining your suitability for the Summit and the role to africasummit@lse.ac.uk by 13 September 2020.

Thank you for your interest. We look forward to hearing from you!

NB: We would like to stress that this is a demanding role and whoever is applying for this must be committed and dedicated to the summit and the workload attached to this role. As we are all students and have our academics to focus on, it is important that the candidate is aware of the time demand for this role and must be able to effectively manage his/her time so that neither the summit nor academics negatively impact on the other. Finally, we whilst intend to deliver this event in its physical form, as the COVID-19 situation develops it is possible that this event could move to a digital-only platform, which may require more time to plan for this contingency.