

## **Recruitment - Logistics Team**

Job Title: **Head of Logistics & Deputy Head of Logistics**

Start Date: October 2018

Summit date: April 2019

Application dead

line: 28 September 2018

Remuneration: **Voluntary**

**\*\* Applicants must be currently enrolled in 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. It 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. This year, the keynote was delivered by H.E. Nana Akufo – Addo, the President of the Republic of Ghana. More information on the summit can be found at <https://lseafricasummit.org/>

### **About the Role and Key Responsibilities**

The Head of Logistics is responsible administrative and logistical procedures for 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. The role also entails sorting out catering options for the both days of the Summit, floor mapping and seating arrangements, room division, the preparation of sponsor/partner stalls as well as the stage and working closely with LSE security team to ensure maximum security for all guests and speakers. You will likewise be responsible for organising the exclusive Gala.

The functions of the logistics team are highly interrelated with other teams, and interdependent on budgetary approval from Finance and the LSE management. Thus, the Head of Logistics will report directly to the Co-Directors and work closely with the heads of all the other teams. You will also be expected to work with the various LSE stakeholders. As the Head of Logistics, you are responsible for effectively leading the logistics coordinators, allocating duties and ensuring optimal performance of your logistics coordinators.

### **Key Abilities of Applicant**

- Excellent time management and organisation skills;

- Excellent cross-communication skills;
- Experienced traveller - familiar with the process of booking flights and acquiring visas;
- Possesses proven ability to lead and upward manage;
- Possesses a good knowledge of (African) countries;
- Ability to think independently and *creatively*;
- Ability to deliver on cost-saving initiatives;
- Team player;
- Excellent Microsoft Excel skills;
- Ability to perform under pressure, and in a fast paced environment;
- Experience in project management is a bonus.

### **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.

Submit your CV and a short cover email outlining your suitability for the Summit, and the role to [africasummit@lse.ac.uk](mailto:africasummit@lse.ac.uk) by 28 September 2018.

*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.***