

Senior Advisor, Partnerships and External Affairs (Consultancy)

The Rwanda Centre for the Fourth Industrial Revolution is seeking a Senior Advisor for Partnerships and External Affairs to oversee the coordination of the 2025 Global AI Summit on Africa. This is a 4-month, full-time remote consultancy role focused on ensuring the success of this high-profile event.

Key Responsibilities:

- Oversee the coordination of the 2025 Global AI Summit on Africa, managing all aspects of event planning and execution
- Develop and manage partnerships with key stakeholders in the public and private sectors to support the summit
- Engage with high-level officials, executives, and thought leaders across government, industry, and academia
- Manage service providers and vendors for various aspects of the summit
- Coordinate with team members across multiple time zones, particularly in Rwanda and the United States
- Develop and implement strategies to maximize the impact and reach of the summit
- Identify and pursue opportunities for sponsorship and collaboration
- Ensure clear and consistent communication among all stakeholders
- Troubleshoot issues and adapt plans as needed in a fast-paced, dynamic environment

Qualifications:

- Exceptional stakeholder engagement and relationship management skills
- Proven track record in business development and partnership building
- Strong diplomatic acumen and ability to navigate complex international environments
- Meticulous organizational and project management capabilities
- Outstanding oral and written communication skills
- Demonstrated ability to work effectively in cross-cultural, multi-stakeholder settings
- Experience coordinating large-scale, high-profile events (preferably in the technology or policy sectors)
- Agility and adaptability to manage changing priorities and emerging challenges
- Problem-solving mindset with the ability to identify creative solutions
- Familiarity with artificial intelligence and its implications for Africa is highly desirable

The ideal candidate will be a self-starter with the ability to work independently while collaborating effectively with a diverse team. They will have a passion for technology and its potential to drive positive change in Africa.

- **Duration:** 4 months, full-time consultancy
- **Location:** Remote, with travel required
- **Work hours:** Flexible, with availability required across multiple time zones

To apply, please submit your CV and a cover letter to info@c4ir.rw with the subject line **“Senior Advisor, Partnerships and External Affairs.”** Please provide pertinent details of relevant experience and why you are uniquely qualified for this role. The application deadline is **January 12, 2025 11:59pm CAT**. Due to the volume of applications, only shortlisted candidates will be contacted.