



## Terms of Reference: iCampus Fellows

### Background:

iCampus is a shared innovation, co-working and community space for organizations and individuals at the intersection of technology, accountability and social change in Liberia. It acts as a physical and virtual space for youth-focused ICT and governance training; a networking and innovation hub; and a focal point for elections and open governance work. iCampus is run by [Accountability Lab Liberia](#) and [iLab Liberia](#).

iCampus is also home to the USAID Liberia Accountability and Voice Initiative (LAVI) program's Learning Lab. As part of our partnership with LAVI, iCampus is launching the iCampus Fellowship program for recent graduates and young professionals in Liberia.

### About the iCampus Fellowship:

The iCampus Fellowship aims to bring talented Liberian university students, recent university graduates and/or aspiring young professionals into our unique workspace and community for a 5-month period, during which time Fellows will get the rare experience of working closely on specific projects while also getting exposure to and experience with many aspects of project management and daily operations.

The first class of iCampus Fellows will select two students and/or aspiring young professionals. Each person will receive a monthly stipend and, based on their performance, may be offered an extension of their Fellowship for an additional 5 months. The fellows will receive a certificate after completing the Fellowship and those who show promise will be connected to relevant organizations within our network to support their learning needs in the future. He or she may also be considered for job opportunities at iCampus that match their skills and interests.

### Responsibilities of the Fellows:

For the first class of iCampus Fellows, we are seeking to fill two complementary but distinct roles: an iCampus **Community/Learning Fellow**, and an **iCampus Training/IT Fellow**. The iCampus Fellows will get to work with various departments to get a breadth of understanding of a coworking and innovation space, to contribute innovative ideas and potentially see them get funded, to learn about the latest in information and communication technologies for development and to build a network of professional relationships.

Please see the specific responsibilities of each Fellowship below, as well as what qualities and skillsets we are seeking in both successful candidates:



***iCampus Community/Learning Fellow responsibilities:***

- Provide support to the iCampus manager in activities related to the iCampus coworking community and visitors as needed.
- Gather information and provide inputs to assist with the development of blogs, newsletters, learning calls, and social media.
- Gather information and provide inputs to the Learning and Communications Manager for the iCampus website content, the M&E system and social media channels.
- Provide support in the development of learning events, trainings and workshops for the civil society organizations.
- Assist the Learning and Communications Manager in the communication with the civil society organizations.
- Serve as an Ambassador of iCampus for local universities, helping in reaching the students, contact the iCampus team with the universities administration, and supporting the organization of events for universities.
- Other relevant tasks as required.

***iCampus Training / IT Fellow responsibilities:***

- Provide support to the iCampus Manager and Logistics Officer in general logistics, operations and administration of iCampus.
- Gather data and provide inputs to support the iCampus team on how technology innovatively can improve programs, trainings, and events.
- Provide support to the management of iCampus computer networks and hardware.
- Assist the iCampus members with basic IT technical support.
- Provide support in the organization of learning events, trainings and workshops that are promoted by iCampus.
- Serve as an Ambassador of iCampus for local universities, helping in reaching the students, contact the iCampus team with the universities administration, and supporting the organization of events for universities.
- Other relevant tasks as required.

**Successful candidates:**

- Have experience rolling up your sleeves and executing on deliverables with precision.
- Approach complex problems with flexibility, resourcefulness, and a positive attitude.
- Have a history of staring challenges in the face and driving teams toward timely, impactful solutions.
- Thrive in fast-paced environment where you can work independently, play a leadership role and interact with a variety of stakeholders.
- See yourself as a sponge and jump at the opportunity to learn from and with your teammates.

**More about the Team:**

iCampus' co-founding organizations - Accountability Lab Liberia and iLab Liberia - have a common goal of building accountability and applying innovative approaches to complex challenges. We also believe that adaptive learning is central to successful development in Liberia. We live by the values of integrity, innovation, humility, practicality, and collaboration in all that we do. We strive to make iCampus a welcoming community in Liberia for people who are interested in learning, adapting and improving what they do for the greater good.

**Preferred Qualifications:**

- Current or recent University graduate or advanced degree in related subject such as political science, organizational management, information and communication technology, statistics, international relations, history or economics;
- Good English writing and reporting skills;
- Proficiency in Microsoft Office Suite;
- Basic knowledge in computer networking and hardware;
- Willingness to work in international development;

**Start date:** August 15, 2018

**Reports to:** iCampus Manager, Luther Jeke; iCampus Joint Management Team

**Location:** Monrovia. You will work from [iCampus](#) on Snapper Hill (Carey Street).

**Compensation:** We pay a competitive stipend and you will also receive a daily meal plan that covers the cost of lunch at the office.

**Application Instructions:** If interested, please send a resume, cover letter, and contact information for 3 references to Luther Jeke ([luther@ilabliberia.org](mailto:luther@ilabliberia.org)) before close of business on August 3rd, 2018. Qualified candidates will be interviewed on a rolling basis.

For more information about iCampus please visit [www.icampus.io](http://www.icampus.io)