

Program Associate Fellow - Africa Political Outlook
Volunteer | 10 hours per month
Remote-friendly

About the Africa Political Outlook. Africa Political Outlook (APO) is a strategic platform convening heads of state, ministers, diplomats, MEPs, and international organisations around Africa's most pressing governance challenges. Since 2023, APO's annual Summit and flagship *Annual Report on the State of African Governance* have produced actionable policy recommendations that feed into national and global roadmaps.

More informations : www.africapoliticaloutlook.org

About the role. As a **Program Associate Fellow (Volunteer)**, you will play a central role in supporting the **design, coordination, and implementation of APO's flagship initiatives**, including the annual Summit, **the APO Leadership Prize, the APO Future Leaders Fellowship**, and related research and communications projects. You will work directly under the supervision of APO's leadership, collaborating with internal teams, external partners, and selected experts. This role is ideal for a candidate who combines strong organizational skills with an interest in African governance, international diplomacy, and complex, multi-stakeholder project management.

What you will do

- **Contribute to planning and delivery of the APO Future Leaders Fellowship** (modules, schedules, speaker liaison, and logistics support).
- Support the organization of virtual and in-person meetings, including agenda preparation, documentation, and follow-up.
- Assist in coordinating with APO's network of policymakers, experts, civil society actors, and partner institutions.
- Maintain and update contact databases and project trackers for Summit participants, Fellows, and partners.
- **Assist in the development of thematic content for APO's communications** (website, social media, newsletters, and partner materials).
- **Monitor key political and policy developments related to APO's priority areas (e.g., AU-EU relations, AfCFTA, critical minerals, digital governance, climate policy, diaspora engagement) and summarize relevant updates for project teams.**

Profile & skills

- Graduate or postgraduate in **Political Science, International Relations, African Studies, Development, Project/Program Management, Communications, or a related field.**
- Demonstrated experience or strong interest in **project coordination, event management, or program support** (within NGOs, think tanks, academic institutions, or international organizations).
- Strong **organizational and time-management skills**, with the ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Excellent **written and verbal communication skills in English and/or French** (bilingualism is a major asset).
- Genuine passion for **African governance, development policy, and international affairs**, with a comfort level working in a pan-African and multilateral environment.
- Familiarity with **AU, EU, AfCFTA, or other multilateral institutions** is a strong advantage.
- Proficient with common digital tools (e.g., email, cloud document sharing, project management or calendar tools).
- Proactive, rigorous, and aligned with APO's values of **intellectual independence, pan-African ambition, and high-quality execution.**

What you will gain

- **Hands-on experience** in managing high-level, multi-stakeholder programs at the intersection of policy research, international diplomacy, and summit organization.
- **Mentorship and exposure** to senior governance experts, diplomats, and policymakers in APO's network.
- **Project and leadership experience** that enhances your professional profile in development, policy, or international relations.
- A **formal letter of recommendation** upon successful completion of the fellowship.

Application modalities

Submit the following in one email:

- **CV (maximum 2 pages)**
- **Cover letter (1 page)** explaining your interest in APO and how your background fits this Program Associate Fellow role
- A brief note on your **availability (days/hours per month)**

Send to: join@africapoliticaloutlook.org

Subject line: **"Program Associate Fellow (Volunteer) – [Your Name]"**