



The African IXP Association

Kigali, Rwanda

<https://af-ix.net>

Call for Applications

Logistics Manager

Submissions

jobs@af-ix.net

Deadline

January 15, 2025

The African IXP Association is hiring!

Are you passionate about Internet infrastructure and want to make an impact on Africa's digital landscape? The African IXP Association (AFIX) is seeking dynamic and motivated individuals to help us promote the growth of the region's interconnection & content ecosystem.

AFIX is a non-profit membership-based organisation that works to promote industry development through collaborative activities and high-impact events like the African Peering & Interconnection Forum (AfPIF), an annual conference that attracts over 400 attendees to a different country each year. To learn more about AfPIF, visit <https://afpif.org>.

The AFIX membership is composed of Internet exchange point (IXP) operators which facilitate large-scale network interconnection and traffic exchange, thereby creating a source of fast, local, cost-effective bandwidth.

AFIX is a registered Community Benefit Company (CBC) in Rwanda. To learn more about the association and its recent activities, visit <https://af-ix.net>.

Role Description

The AFIX Logistics Manager plays the lead role in planning and executing the association's in-person activities with a focus on the African Peering & Interconnection Forum (AfPIF), an Internet industry conference which attracts over 400 attendees annually. This role reports to the Executive Director and works closely with the Fundraising and Communications Managers.

AfPIF is hosted in a different country each year, requiring the Logistics Manager to develop and execute a contextualised work plan for each locale. Key responsibilities include venue selection, vendor selection, expo area management, attendee registration, transportation, and event security. An event management agency is typically contracted to provide or help source suppliers for A/V, simultaneous interpretation, printing, staging, and other services as needed.

This is a part-time role that requires approximately one to two days per week between September and April. The workload then gradually increases to four days per week by August when the AfPIF event takes place. Travel is required twice per year: One week in October or November for the AfPIF site survey, and one week in August for the AfPIF event itself.

Location

This role can be performed remotely from any location except when physical presence is required (e.g. to conduct AfPIF site surveys and to attend the AfPIF event itself).

Responsibilities

This role's primary task is to organize and deliver the African Peering & Interconnection Forum (AfPIF), with occasional support for smaller, less intensive in-person workshops as needed.

1. **Planning:** Develop a concept note and work plan that accommodates the unique requirements for organizing AfPIF in a different country each year.
2. **Budgeting:** Work with the Executive Director to create and manage budgets for each event, accounting for varying costs in different countries, ensuring financial efficiency, and adherence to budgetary constraints.
3. **Vendor Management:** Liaise with vendors, negotiate contracts, and oversee the delivery of goods and services.
4. **Event Venue Selection:** Identify suitable venues and lead contract negotiations to secure an event space that can accommodate 400 attendees with an expo area.

5. **Expo Area:** Manage the AfPIF expo area including booth allocation, set-up, and coordination with exhibitors to ensure an engaging experience for both exhibitors and attendees in collaboration with the AFIX Fundraising Manager.
6. **Attendee Accommodation:** Coordinate with hotels in each host country to negotiate rates, secure rooms, and provide guidance to attendees seeking accommodation.
7. **Transportation:** Plan and coordinate transportation logistics for speakers, attendees, and staff, taking into consideration any local requirements including permits.
8. **Registration & Check-in Services:** Oversee the coordination of attendee registration processes, information desks, and check-in services, ensuring a smooth and welcoming experience for all participants.
9. **Communication & Coordination:** Facilitate effective communication with international stakeholders, including the organising team, local host, sponsors, vendors, and attendees, ensuring that critical information is conveyed and understood.
10. **Security & Safety Planning:** Develop and implement security and safety plans, considering the unique challenges of hosting events in different locations in collaboration with the local host and event venue.
11. **Post-Event Evaluation:** Conduct thorough post-mortem evaluations after each event, gathering feedback from stakeholders, and identifying areas for improvement in logistics and overall event execution.
12. **Sustainability Initiatives:** Integrate sustainable practices into event logistics, promoting eco-friendly options and waste reduction strategies.

Qualifications

The role requires an experienced professional with a strong background in organising international conferences for hundreds of participants with an expo area for sponsors. It involves frequent communication with international stakeholders including partners, service providers, and sponsors. Successful candidates must be able to demonstrate adaptability, problem-solving capabilities, and have the ability to travel within the African region.

Eligible candidates must meet the following minimum criteria:

- Proven track record of organizing large-scale international conferences, preferably within the tech or Internet industry, with a focus on logistics for events of 300-500 attendees.
- Excellent communication and interpersonal skills to liaise effectively with international stakeholders, including sponsors, local hosts, vendors, and attendees.
- Strong experience in creating, managing, and adhering to budgets, with the ability to handle fluctuating costs in diverse geographic locations.
- Demonstrated expertise in vendor management, including negotiating contracts with venues, hotels, and service providers to ensure cost-effective and high-quality execution.
- Experience managing expo areas, including booth allocation, and exhibitor coordination.
- Ability to travel and work in different African countries each year.
- Proven ability to adapt to changing circumstances and resolve issues efficiently, especially in different cultural and regulatory environments.

Candidates that can also meet any of the following criteria will be preferred:

- Fluency in French, Arabic, Portuguese, or other relevant regional languages.
- Participation in volunteer or community organizations, especially technical ones.

Remuneration

This role will be performed on a contract basis. Our budget provides for a payment of \$1,500 per month (net) plus coverage for approved expenses including travel related to AfPIF.