



IAU Office of Astronomy for Development: Internship Opportunity

The International Astronomical Union (IAU), in partnership with the South African National Research Foundation (NRF), has established the global Office of Astronomy for Development (OAD) at the South African Astronomical Observatory (SAAO) in Cape Town, South Africa. The OAD began its work on 1st March 2011 and ambitiously sets out to use astronomy as a tool for global development. This office is to be the centre of development activities worldwide in the areas of (i) astronomy for children and schools; (ii) astronomy for universities and research; and (iii) astronomy for the public. The OAD is the first step in the implementation of the IAU decadal strategy entitled “Astronomy for the developing world” (www.iau.org). It will coordinate three task forces in the areas mentioned above and several regional nodes across the world.

As the OAD gains momentum it seeks assistance in many different forms. The internship position should be filled by an energetic person with strong computing and excellent communication skills. Not only will this be an opportunity for the person to contribute meaningfully to this global development project but it will also provide them with unique international experience in using astronomy for development. The position could be part time or full time depending on the applicant’s current study commitments. It will be based at the OAD in Cape Town and the intern will report directly to the Director of the OAD. He/she will be responsible for all or some of the specific tasks listed below.

Tasks:

- Communicate regularly with international stakeholders and manage email lists
- Coordinate translation/interpretation services as required
- Oversee maintenance of website, databases, new media (twitter, facebook, etc)
- Source information as needed for OAD operations (this may entail literature searches, research into regional strengths and weaknesses, surveys, etc.)
- Assist with administration of small grants
- Provide assistance to Director wherever needed (e.g. in preparing international funding proposals, coordination of volunteers across the world, collecting resources, etc.)

Requirements:

- University degree in astronomy or related field
- Demonstrated experience relevant to the tasks above
- Good communication skills (both written and verbal)
- Good computer skills and knowledge of social networking
- Highly organised and a quick learner
- Project management and financial experience will be advantageous

Interested candidates should send a cover letter containing a motivation, and full CV, including 2 letters of reference, to the SAAO Human Resources Manager, Linda Tobin (Address: P O Box 9, Observatory, 7935, phone: 021-4470025; fax: 021-4473639; email: linda@saa.ac.za, web: www.astronomyfordevelopment.org, www.saa.ac.za). For further information please refer to the Director of the OAD, Kevin Govender (kg@astro4dev.org)