Terms of Reference

"UniPod Director"

University Innovation Pod (UniPod) - University of Liberia

Request for Application Publication Date: February 22, 2024

Deadline for Submission of Application: March 3, 2024

Duration of the Assignment: The assignment is expected to last for a duration of four (4) months beginning from the date of signing of the acceptance letter with possibility for extension.

About iCampus Liberia (iCampus)

iCampus is Liberia's first multidisciplinary, innovation, and community space for change-makers focusing on the intersection of technology, entrepreneurship and inclusion. A 4,000 square foot campus in the heart of Monrovia that provides the space, resources, support, and cutting-edge technologies that can make change possible in Liberia. To date, iCampus has hosted over 12,000 people, organized 200+ events, produced over 100 songs, short films, podcasts, and hosted 50+ organizations and public events for more 12,000 Liberians, on topics ranging from entrepreneurship and business development to web development, open data visualization, adaptive management, coding, and leadership. Through these initiatives, we have managed to expand to more people both in-person and virtually by building the tech and entrepreneurial capacities of urban and rural-based Liberians.

iCampus is partnering with UNDP, the University of Liberia and the Orange Digital Center to co-design, set-up, lead and manage the day-to-day operations of the UniPod Main Facility at River View Complex, Fendall, University of Liberia which is a part of the new UNDP Africa Timbuktoo Initiative involving 11 countries (Benin, Guinea, Lesotho, Malawi, Mali, Rwanda, Sierra Leone, South Sudan, Togo, Uganda and Liberia).

It aims to encourage students in universities to engage in innovation and design thinking. The UniPod Project is multi-pronged and focuses on supporting and growing innovative, scalable, and impactful entrepreneurship by African young people, while relying on a springboard of partners who together contribute meaningfully to building an African youth innovation and start-up ecosystem.In Liberia, the UniPod will be hosted at the River View Complex, Fendall, University of Liberia. In addition, there is an Orange Digital Center in Congo Town in Monrovia that will feed into the UniPod at the University of Liberia.

Duties and Responsibilities

Objectives of the Services:

The main objective of iCampus is to co-design, set-up, lead and manage the day-to-day operations of the UniPod Main Facility at River View Complex, Fendall, University of Liberia. Some of the tasks for the firm will include, skills development for technical and financial management, installation of hardwares and software. Additionally, the firm will work closely with the University of Liberia Planning and Development's VP Office, UNDP and Orange Digital Center Liberia on the design, maintenance,

and procurement of facilities and equipment. As the lead technical partner, iCampus will be required to represent the UniPod to high-level donors, investors and government. iCampus is responsible to clearly articulate the UniPod mission and effectively mobilize both internal and external resources towards achieving that mission.

iCampus is looking for a **UniPod Director** to support implementation of the University Innovation Pod (UniPod) at the University of Liberia.

Responsibilities:

1. Position Overview:
The University Innovation Pod Director is responsible for managing and overseeing the operations of the university's innovation pod. The innovation pod is a dedicated space that fosters creativity, collaboration, and entrepreneurship among students, faculty, and the wider community. The Director plays a critical role in supporting and facilitating innovation-related activities, programs, and initiatives within the pod.

2. Responsibilities:

a. Pod Operations:
   - Manage the day-to-day operations of the innovation pod, ensuring a safe, functional, and conducive environment for innovation and collaboration.
     - Coordinate and schedule the use of the space, including bookings, events, and meetings.
     - Maintain and manage the inventory of equipment, tools, and resources available in the pod.
     - Ensure compliance with health and safety regulations within the pod.

   b. Stakeholder Engagement:
     - Collaborate with various stakeholders, including students, faculty, researchers, entrepreneurs, industry partners, and community organizations, to promote the pod's activities and encourage participation.
     - Foster a culture of innovation and entrepreneurship by organizing workshops, seminars, and networking events.
     - Establish and maintain partnerships and collaborations with external organizations and industry partners to enhance the pod's resources and opportunities.

   c. Program Development and Management:
     - Design, develop, and implement innovation-focused programs, initiatives, and competitions to engage and support students and faculty in their entrepreneurial endeavors.
     - Provide guidance and mentorship to individuals or teams working on innovation projects.
     - Evaluate the effectiveness and impact of programs and initiatives and make recommendations for improvements.

   d. Resource and Budget Management:
     - Develop and manage the operational petty cash budget for the innovation pod, ensuring efficient use of resources and alignment with strategic objectives.
     - Identify and secure funding opportunities, grants, and sponsorships to support the pod's activities.

- Monitor expenses, maintain financial records, and prepare regular reports on the pod's financial status.

e. *Communication and Promotion:*
- Support in the development and implementation a communication strategy to raise awareness about the pod's activities, achievements, and opportunities.
- Support in the creation of marketing materials, including brochures, newsletters, and social media content, to promote the pod and its programs.
- Support in the maintainance of a strong online presence for the pod through the university's website, social media channels, and other relevant platforms.

3. *Qualifications and Skills:*

- Bachelor's degree in a relevant field (e.g., business, entrepreneurship, information technology, innovation management) is required. A Master's degree is preferred.
- Strong knowledge and understanding of innovation, entrepreneurship, and startup ecosystems.
- Excellent organizational and project management skills.
- Effective communication and interpersonal skills to engage and collaborate with diverse stakeholders.
- Experience in program development and management.
- Proficiency in budgeting and financial management.
- Familiarity with technology and tools used in innovation and prototyping (e.g., 3D printers, software development tools) is an asset.
- Ability to work independently, prioritize tasks, and meet deadlines.

More about You: you have a passion for entrepreneurship, design, technology and social change. You have experience supporting programs, building knowledge and supporting communities. You are incredibly detail oriented, organized and energetic. You have experience rolling up your sleeves and executing on deliverable with precision, and have a history working with international donors. You approach complex problems with flexibility, resourcefulness, and a positive attitude. You have a history of staring challenges in the face and driving teams toward timely, impactful solutions. You thrive in fast-paced environment where you can work independently, play a leadership role and interact with a variety of stakeholders. You see yourself as a sponge and jump at the opportunity to learn from and with your teammates.

More about the Team: We are all tied to a common goal of building the entrepreneurship ecosystem and ensuring that entrepreneurship and technology development is central to the process of development in Liberia. We embody our values of integrity, innovation, humility, practicality, and collaboration in all that we do. We strive to make iCampus the very best place to be in Liberia for people who are interested in learning, and adapting and improving what they do. We seek to invest in our people as much as we possibly can- with an emphasis on personal growth, integrity and collaboration.

Duration: March 1 to June 30, 2024.

Location: Montserrado County. You will work from UniPod facility at the University of Liberia Lakeview complex at Fendall.

How to Apply

Resume and application letter should be submitted electronically to Mr. Luther Jeke, Chief Executive Officer at iCampus Liberia at luther@icampus.io and cc Prof. Weade Kobah Bolay at boleywk@ul.edu.lr

<mark>**Female candidates are highly encourgaged to apply.**</mark>

Key documents to include in application package include the following:
● Letter of Application
● CV / Resume
● Three (3) Professional References