



Assignment

Role: AiCE Program Delivery Intern

Location: Remote



Program Delivery Intern

Recruitment Assignment

The purpose of this assignment is two-fold:

- To give you a better sense of the role of the Program Delivery Intern.
- To give us a sense of whether you would be a good fit for the role

The assignment is designed to be intentionally diverse and fast-paced, much like the actual role.

As you work through this assignment, note that:

- The structure of the assignment is intentionally broad to give you the freedom to think about the assignment on your own terms. Make sure to include any assumptions you are making as you complete this assignment.
- We understand you don't have enough context on our operations and our business. Working with uncertainty and partial information is a part of this assignment. Be sure to highlight the assumptions you're making and leave comments so we can collaborate with you.
- We understand that in a perfect world, you'd have more time to research and complete this task. Understanding constraints, prioritising, and demonstrating a "done, not perfect" mindset are part of what we look out for. So, in places where you don't have enough time to complete the task to your standards, please share your thought process and your next steps if you have more time.
- What you share here is only for assignment purposes. We do not intend to use your submission beyond this recruitment process.
- Aside from the submission deadline, the parameters of this assignment are purposefully broad and open to your interpretation and understanding.

We'd like you to return your assignment submission in **one PDF document** on the date stated in the email. Please let us know **at least 24 hours in advance** if you won't be able to submit it on time.



We do not take the evaluation for this role lightly. We appreciate your time, effort and understanding.

We look forward to receiving your assignment!

All the best!



Background

The **AI Career Essentials (AiCE) program** is designed to equip learners across Africa with essential skills to thrive in the age of AI. Each cohort includes thousands of learners navigating online learning, community engagement and program deliverables.

As the **Program Intern**, you will support program operations by tracking data, analyzing insights, coordinating engagement strategies and ensuring smooth learner experiences. This assignment is intended to simulate the types of challenges you would work on in the role. Please approach each task as if you were already part of the team.

Task 1: Program Communications

Deliverable 1:

AiCE Cohort 13 is set to receive over 100,000 learners from all over Africa. Learners begin learning online every Monday and must submit their weekly work by **Sunday at 11:59 pm GMT**. Develop an **email communications plan outline** for a typical week of learning. Your plan should:

- Engage and inform learners effectively (keeping in mind that learners tend not to read emails).
- Clearly indicate **when** you will communicate, **how** you will communicate, and the **intention/outcome** of each message.
- Highlight the strategies you would use to maximize learner engagement through email.

Task 2: Event Design

As the Program Delivery Intern, you have been tasked with rolling out a virtual **Community Hangout** session where learners come together for a speed-networking activity. Develop an **event flow outline** that includes:

- The sequence of activities for the hangout.
- The intended outcomes of the session.
- The **success metrics** you would use to evaluate the event.



Task 3: Data & Insights

By Week 3 of the program, assignment completion rates have dropped from **85% in Week 1** to **62% in Week 3**. As the Program Intern responsible for tracking and reporting data:

- What steps would you take to **analyze** the situation?
- What additional data points would you collect to better understand the drop?
- How would you present your findings and propose interventions to the program team?

GOOD LUCK!