



## Job Advertisement – Chief Operating Officer

The African Institute for Mathematical Sciences (AIMS) is an innovative network of centres for post-graduate education, research and outreach that has achieved global recognition since opening its first centre in South Africa in 2003. Each AIMS centre offers a number of educational programs highlighted by a 10-month Master's degree in Mathematical Sciences, which provides an intensive and broad education to around 50 top African students at each campus every year, and prepares them for leadership careers in academia, governance and industry.

Based on the success of the first AIMS centre, the AIMS Next Einstein Initiative (AIMS-NEI, [www.nexteinstein.org](http://www.nexteinstein.org)) was launched with the mission of enabling Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. As part of this network, AIMS-Ghana has been created and is establishing itself at Saltpond in preparation for accepting its first batch of students in the 2012-13 academic year.

AIMS-Ghana is seeking a **Chief Operating Officer** to lead the centres operations, logistics, finances and staff management.

### **Responsibilities:**

#### Strategic Planning

- Work with the Director and Trustees to develop a 5-year strategic plan, considering the national, regional and international contexts, and AIMS-Ghana and AIMS-NEI goals
- Work with the Director to implement the strategic plan
- Develop annual plans with measurable targets for each department and ensure that these are achieved

#### Governance and Legal Matters

- Work with the Director to design and establish a governance structure and clear legal status for the Institute
- Ensure completion and timely submission of all required documents for legal, tax and other purposes
- Perform a risk and gap analysis to identify areas requiring immediate attention
- Work with AIMS-NEI and other AIMS-Ghana partners to establish legal and funding relationships

#### Staff Management

- Develop a staffing structure at the Institute
- Function as direct manager for all non-academic staff and ensure that reporting lines are respected
- Develop and implement a human resource policy, including fair remuneration, evaluations, contracts and training

#### Administration and Finances

- Oversee the administration of the Institute, ensuring local and international norms and laws are rigorously enforced (AIMS-NEI requirements, etc.)
- Ensure the timely auditing of the finances of the centre on a quarterly and annual basis and ensure that noted issues are dealt with
- Implement and update the finance manual
- Develop annual budgets for the Institute, track their implementation and track spending

### Facilities, Logistics and Construction

- Work with the Facilities and Logistics Manager to ensure the smooth operation of vehicles, guest houses, residences, catering facilities, infrastructure etc.
- Ensure the development of strong maintenance policies
- Ensure that all students, staff and visitors have a comfortable stay in well-maintained and organized facilities
- Lead the construction effort, ensuring all local and international norms are respected

### IT System

- Work with the IT manager to ensure that Internet and computing are available 24/7
- Ensure a robust, reliable and modern computing environment that adheres to AIMS norms
- Ensure that all students, staff and visitors have good access to IT facilities throughout their stay

### Communications and Reporting

- Ensure the fulfilment of all donor reporting requirements
- Develop an external communications presence and policy
- Develop external communications materials
- Oversee the production of an annual report

### Others

- Oversee the daily operations of AIMS-Ghana, ensuring that 'everything runs well', achieving our goal of a world-class Institute in Ghana
- Oversee the security and health of all students and visitors, especially women
- Represent the organization to national leaders and international guests as required
- Identify potential opportunities for the growth of the Institute and seize them as appropriate

### AIMS Culture

- Ensure that the Institute is welcoming towards all, regardless of nationality, gender, religion, language abilities or disability
- Share new ideas and best practices across the network of AIMS centres
- Lead, by example, the Institute towards a culture of excellence in work, openness to others and development of a community of students, visitors, tutors and staff, working together towards a common goal.

### **Requirements:**

- 5-10 years of experience in managing large (USD 2-5 M) international projects, ideally as part of a global network
- A proven record of developing and professionalizing start-up organizations
- Experience in working in international environments
- Experience working with and negotiating legal matters, immigration etc.
- Strong staff management skills
- Strong writing skills
- Native in English, working knowledge of French preferred
- Ability to travel (20-30%)

### **Reporting Lines:**

- Report directly to the Director of AIMS-Ghana
- Report functionally to the AIMS-NEI Director of Operations

**The ideal candidate will also possess the following attributes:**

- A strong personal commitment to the development of the mathematical sciences in Africa
- The ability to articulate successfully the mission of the Institute to prospective funders and to research and teaching partners
- An entrepreneurial and innovative approach to the growth of the Institute and to the fulfilment of its goals
- Strong leadership qualities and excellent team-building, mentoring and interpersonal skills

**Duty Station:**

- Saltpond, Central Region, Ghana

**Remuneration**

- AIMS-Ghana is a member of an international network of scientific centres of excellence. The atmosphere and colleagues will be international, highly-motivated and offer outstanding growth opportunities.
- Salary and benefits will be competitive and will be commensurate with experience and qualifications.

AIMS-Ghana is an equal opportunity employer. Applications from women are especially encouraged.

**Applications**

To apply, send a cover letter and CV with the names and contact details of three referees to [ghanatalent@nexteinstein.org](mailto:ghanatalent@nexteinstein.org) or by post to

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AIMS-Ghana  
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The closing date for applications is Friday December 2 2011. Only shortlisted applicants will be contacted. For further information please visit <http://www.nexteinstein.org/ghana>