



**AIMS  
NEI**

**African Institute for Mathematical Sciences  
Next Einstein Initiative**

Vacancy Announcement  
Executive Support Officer

Title	Executive Support Officer
Reporting to	Executive Director
Based at	Cape Town, South Africa (Muizenberg)
Organization	AIMS – Next Einstein Initiative (AIMS-NEI)
Closing Date	31 January 2012
Start Date	1 March 2012 or as soon as possible
Application Submission:	<a href="mailto:talent@nexteinstein.org">talent@nexteinstein.org</a>
Important Notice:	Only shortlisted candidates will be contacted

**BACKGROUND**

The African Institute for Mathematical Sciences (AIMS, [www.aims.ac.za](http://www.aims.ac.za)) is an innovative, pan-African centre for post-graduate education, research and outreach which has achieved global recognition since opening its first centre in South Africa in 2003. AIMS centres offer a number of educational programs including a one-year taught Masters and MPhil and PhD degrees by research. Each AIMS centre provides an intensive and broad education to over 50 African students each year and prepares them for leadership careers in academia, governance and industry. The AIMS educational program relies on top international lecturers who teach in a 24-hour learning environment.

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, the AIMS-NEI secretariat acts as a coordinating body for all centres.

**SCOPE OF POSITION**

Reporting to the Executive Director of AIMS-NEI Secretariat, the executive support officer (ESO) will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little to no supervision.

The ESO must be exceptionally well organized, flexible and enjoy the administrative challenges of supporting a start-up office and fast growing network organization.

The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

Expert level written and verbal communication skills, excellent proofreading, strong decision making ability and attention to detail are equally important



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## **KEY DUTIES AND RESPONSIBILITIES**

Specific assignments include but not limited to:

Data gathering and analysis, proposal writing as well as responsible and confidential administrative support tasks. Support for the Board of Directors including meetings, notices, agenda preparation, and minute preparation requirements.

### Executive operational support

- Maintain project schedules of work assigned to departments or divisions; monitor and track progress of assigned projects; follow up to obtain status report; prepare summaries of project status for review by the executive director.
- Analyze statistical, operational or other information and prepare reports and recommendations based thereon; conduct various internal and external surveys.
- Serve as effective liaison between the executive director, the Secretariat directors the Centres' directors, the Board of Directors, outside agencies and the general public;
- Perform analyses as assigned; gather and evaluate data;
- Contact other organizations if necessary to obtain information;
- Review operating practices and implement improvements where necessary

### Board of directors' support and meetings planning

- Function as secretary to the Board of Directors; prepare, assemble and distribute agenda materials and posts required legal meeting notices; attend Board meetings, take notes, transcribe minutes for review and issuance; follow-up on Board actions taken and notify appropriate parties; drafts Board resolutions for review and approval.
- Arrange meetings; gather relevant background information needed for meetings; take and transcribe meeting minutes.

### Executive schedules and office management

- Receive and screen phone calls and visitors; refer inquiries to appropriate sources; make appointments.
- Perform a variety of office management functions including assisting with budget.
- Preparation and oversee maintenance of complex filing and record keeping systems.
- Provide confidential secretarial and administrative assistance to the executive director; transcribe, compose, and type a variety of confidential correspondence and reports;
- Perform word processing, spread sheet, database, e-mail, and Internet and other specialized functions
- Manage and maintain executives schedules, appointments and travel arrangements
- Prepare and edit correspondence, communications, presentations and other documents

## **EDUCATION**

Bachelor's Degree in Business Administration or Public Administration

Master's Degree in Commerce, Development Studies is an asset



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## **REQUIREMENTS**

- 7 to 10 years of work experience in executive-level operations support
- Excellent calendar management skills, including the coordination of complex executive meetings
- Superior writing skills in English and attention to details
- Working knowledge of French
- Experience assisting management with the creation of PowerPoint presentations
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Experience scheduling travel arrangements for management
- Exceptional interpersonal skills, a collaborative style and the ability to communicate effectively at all levels
- Demonstrated initiative and the ability to work effectively within time constraints
- Knowledge of: Principles and practices of organization and management; administrative analysis techniques and basic statistics;
- Skill in: Operating a personal computer.
- Ability to: Gather and analyze data and prepare reports and recommendations based thereon; organize, coordinate, and prioritize a variety of assignments with varying deadlines;
- Capacity to work effectively under pressure with frequent interruptions; function effectively in an administrative support capacity and maintain strict confidentiality; communicate effectively, both orally and in writing; maintain detailed and accurate records; prepare clear and concise written reports; establish and maintain good working relationships staff across the network

## **APPLICATION CLOSING DATE**

31 January 2012

## **COMMENCEMENT OF DUTIES**

As soon as possible thereafter

## **REMUNERATION**

The remuneration package, including benefits will be competitive and commensurate with experience and qualifications. The initial post is expected to be on a full-time contract position for 1 year. AIMS-NEI is an equal opportunity employer.

## **TO APPLY**

Prospective candidates must submit a letter of motivation and detailed CV, together with the names of at least two referees to: AIMS-NEI Hiring, AIMS-NEI, 5 Hillcrest Road, Muizenberg, 7945, or electronically to [talent@nexteinstein.org](mailto:talent@nexteinstein.org) (ensure that the job title is in the subject line please).

Should no feedback be received from AIMS-NEI within four weeks of the closing date, kindly accept that your application did not succeed. AIMS-NEI reserves the right not to make an appointment at its sole discretion.