



**AIMS
NEI**

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

Vacancy Announcement
Senior Programmes Specialist

Title	Senior Programmes Specialist
Reporting to	Director of Organizational Learning
Based at	Cape Town, South Africa (Muizenberg)
Organization	AIMS – Next Einstein Initiative (AIMS-NEI)
Closing Date	16 January 2012
Start Date	1 March 2012 or as soon as possible
Application Submission:	talent@nexteinstein.org
Important Notice:	Only shortlisted candidates will be contacted

BACKGROUND

The African Institute for Mathematical Sciences (AIMS, 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) 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

The Senior Programmes Specialist will provide overall program management leadership for the AIMS-NEI Initiative and AIMS Centres across Africa. S/he will be responsible for providing direct support in four key areas of program management: (a) grant management, (b) strategic and program planning, (c) financial and operational management, and (d) communications and stakeholder relations. A strong team player, s/he should have the overall managerial skills and experience required for such a position, including cross-cultural communication, planning, organizing, writing and presentation skills. A sophisticated command of written and spoken English and French is necessary.



KEY DUTIES AND RESPONSIBILITIES

Grant Management

- Collaborate with key Secretariat staff and Centre Directors to ensure high quality programmatic content for all proposals
- Work with Secretariat team to ensure timely administration and compliance of all approved funder proposals, including reporting, financial management, monitoring and evaluation
- Develop mechanisms to ensure feedback and best practices from Centre Directors are incorporated into funder reports
- Assist Centre Directors on funder priorities and proposal commitments, particularly with respect to expected outcomes and timelines
- Develop transparent and collaborative relationship with donors through regular communication and information-sharing
- Research new partnership funding opportunities and develop concept papers/proposals based on identified common goals and objectives

Strategic and Programme Planning

- Work with the Director of Academic Development and Centre Directors to develop and deepen programmatic thinking and design for quality driven implementation; identify opportunities for learning and knowledge sharing across Centres
- Support the development of AIMS-NEI organizational plans and strategies
- Support the development of detailed operational and activity plans based on approved proposals
- Contribute to the analysis of trends and changes within the higher education sector in Africa and especially changes relating to Science and Mathematical Sciences; identify opportunities for program growth and promotion
- Contribute to the analysis of trends and changes within country contexts and communicate these to the Secretariat
- Work with Consultant, M & E Officer and staff to implement AIMS-NEI Monitoring & Evaluation Systems

Operations and Financial Management

- Support the coordination of budget development processes across countries and ensure coherence with AIMS-NEI policies, donor agreements and other guidelines
- Help ensure compliance with financial guidelines and the implementation of financial controls
- Assist in budget execution monitoring to ensure expenditures, activities and deliverables are within project scope, budget and timelines
- Help review activities and workplans to assess progress against targets to determine where adjustment or internal communication is necessary
- Assist in preparation of Annual budget and forecast with the Financial Analyst.

Communications and Stakeholder Relations

- Prepare communications, presentations and any other required documents as needed by relevant stakeholders
- Work with consultants, interns and other staff as needed in order to ensure successful delivery of all program requirements



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- Conduct Centre site visits as required to ensure consistency and compliance with funder guidelines
- Support work relations with the Board of Directors
- Provide support to Executive Director as needed

EDUCATION

Bachelors Degree (B.A) in Business, Commerce, International Development, Development Economics, International Business, Political Science or a related field with strong experience

REQUIREMENTS

Work Experience

- 5 to 7 years work experience
- Experience in writing complex and major funding proposals for a variety of donors
- Experience in providing strategic and operational support to senior executives
- Experience in developing and managing budgets
- Experience in writing and editing reports and various documents
- Experience in Results Based Management (RBM) and working with governments
- Experience in coordinating and managing relations with board and various stakeholders

Knowledge and Technical Skills

- Superior organizational skills with an ability to prioritize, work under pressure, and regularly meet deadlines
- Conceptual and programmatic thinker
- Information gathering and monitoring skills
- Problem analysis and problem solving skills
- Strong Microsoft Office skills
- Very strong proposal and report writing
- Budget development and financial management of large grants
- Bilingual English and French

Competencies and Personal Attributes

- Cultural competence and flexibility
- Diplomacy and effectiveness in building positive relationships
- Judgment and decision-making
- Taking initiative and being proactive
- Attention to detail and accuracy
- Confidentiality and integrity



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APPLICATION CLOSING DATE

16 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 (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.