



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

We're transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!

The African Institute for Mathematical Sciences (AIMS, www.nexteinstein.org) is a pan-African network of centres of excellence for postgraduate training, research and outreach in mathematical sciences. Its mission is to enable 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. The first AIMS centre opened in Cape Town, South Africa in 2003; since 2011, AIMS has opened additional centres in Senegal, Ghana, Cameroon, Tanzania and Rwanda. The goal of the AIMS Next Einstein Initiative (AIMS-NEI) is to build a pan-African network of 15 centres of excellence across the continent by 2023.

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.

If you bring a collaborative spirit with a passion to effect change, consider this opportunity as the...

Logistics and Operations Officer - Kenya, NEF

Launched in 2013, the Next Einstein Forum (NEF) is an initiative of the African Institute for Mathematical Sciences in partnership with Robert Bosch Stiftung. The NEF is a platform that connects science, society and policy in Africa and the rest of the world – with the goal to leverage science for human development globally.

In support of the Next Einstein Forum, we are in search of a smart, enthusiastic individual to join the team as the Logistics and Operations Officer. Inspired by an ambitious mandate, and led by the Managing Director, NEF, the Logistics and Operations Officer will give support to the Next Einstein Forum and its team members to ensure the smooth and efficient delivery of its ongoing initiatives in Kenya, especially as it related to the NEF Global Gathering 2020 to be held in Kenya in March 2020.

As an aspiring logistics professional, you will follow up on any action items related to NEF Global Gathering 2020 in Kenya, represent NEF in events, meetings and program activities as required, support transactions such as solicitation of quotations and bids from Vendors, supplies, requisitions, goods received notes, receipts, waybills and all other documents as related to all program and operations, facilitate payments to vendors by preparing payment requests and supporting documentation to the finance department.

Additionally, you will support the NEF Team in the organization of all side-events and pre-events as required, coordinate the printing the Conference Program/Brochure for distribution at the conference.

This is an 18 months, opportunity based in Nairobi, Kenya.



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Do you have what we need?

- Bachelor degree in business, administration, marketing or related fields and/or at least at least 3 years administrative and logistics experience.
- Demonstrated organizational skills and strong commitment to learning.
- Demonstrated knowledge of Microsoft Office packages (Word, Excel, PowerPoint), Internet.
- Fluency in French & English.
- Ability to work independently and manage multiple projects simultaneously and achieve results on required deadlines.
- Excellent teamwork and interpersonal skills.
- Positive attitude, resourceful nature, and excellent problem solving capabilities.
- Business development experience would be an asset.
- Ability to work seamlessly from a fully equipped home office

Are you ready to take on this role and be a part of the transformation?

Submit your letter of motivation, including your salary expectations, together with a detailed CV in English to: careers@nexteinstein.org (i.e. “Logistics and Operations Officer - Kenya, NEF” in the subject line). **Applications will be accepted until February 8, 2019.**

Once your application is reviewed, you will be notified via e-mail of next steps in the process. From time to time, and as circumstances change within the organization, AIMS may elect to accelerate, extend or discontinue the selection process. As such, AIMS reserves the right not to make an appointment at its sole discretion.

AIMS-NEI is an equal opportunity employer.