



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!

Established in 2003 in Cape Town, South Africa, the African Institute for Mathematical Sciences (AIMS) is a Pan-African network of centres of excellence offering postgraduate training, research, and public engagement for the advancement of Science, Technology, Engineering and Mathematics (STEM) in Africa. Building on the success of its first Centre in South Africa, AIMS launched the Next Einstein Initiative (NEI) in 2008 to scale up and roll out the AIMS model across the continent. Five additional centres were established in Senegal (2011), Ghana (2012), Cameroon (2013), Tanzania (2014), and Rwanda (2016). Its global secretariat is situated in Kigali, Rwanda and it has global offices in United Kingdom, Germany and Canada.

AIMS vision is to lead the transformation of Africa through innovative scientific training, technical advances and breakthrough discoveries which benefit the whole of society and 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.

Collectively, AIMS centres provide an intensive and broad education to over 275 African students each year and prepares them for leadership careers in academia, government 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...

Senior Administrative Officer, Research!

Reporting to the Director of Research, you will provide leadership in establishing processes and procedures that, to the extent feasible, will enable the AIMS Network's researchers to engage in knowledge creation activities unencumbered by administrative constraints; and in seeking out opportunities to translate and disseminate effectively knowledge created by the Network.

As a professional administrative officer, you will support the initiation, development and implementation of new projects. You will ensure project activities are in full compliance with the grant administration requirements of donors and ensure all potential risks are mitigated. Additionally, you will manage the budget of research-related activities and submit financial reports.

As the ideal candidate, you will develop and maintain external partnerships and relations to enable translation of knowledge generated by the Network and the administration of a doctoral training program for the Network.

This is a full-time opportunity based at the Secretariat in Kigali, Rwanda.



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Do you have what we need?

- Bachelor's degree in a relevant discipline (Master's degree preferred)
- At least 5 years of managerial experience
- Expert planning and project management skills
- Excellent ability to analyze data, make inference about causes, and propose solutions
- Excellent communication abilities in English -- written, oral, and interpersonal (French language skills, an asset)
- A high degree of honesty and integrity
- Confidence to work closely with and influence varying levels of staff/partners
- Ability to manage multiple, time sensitive demands
- Expert planning and project management skills
- Accurate numerical skills, with a high attention to detail
- Approachable with the ability to establish, develop and nurture internal and external relationships
- Confidence to work closely with and influence varying levels of academic staff/partners
- Self-driven with the ability to manage the work-flow and development of team members
- Self Sufficiency with Microsoft Suite applications; Select Internet Applications (GoogleDocs, Skype, Dropbox); Data Management Software

Are you ready to be a part of the transformation?

Submit your letter of motivation, including salary expectations together with a detailed CV in English to: careers@nexteinstein.org (i.e. quote "Senior Administrative Officer, Research" in the subject line). **Applications will be accepted until February 15, 2019.**

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

AIMS-NEI is an equal opportunity employer.