



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...

Office Coordinator!

The Office Coordinator will oversee the effective and efficient handling of the Welcome & Information Centre and to provide reliable and timely administrative support to the AIMS Rwanda management team.

Reporting to the Chief Operating Officer, you will provide confidential administrative and clerical support for AIMS Rwanda, including managing the schedule/calendar, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate, serves as a primary point of direct administrative contact and liaison with all external partners, agencies and or members of the public who visit or otherwise contact AIMS Rwanda, gather, enter, and/or update data to maintain Centre records and databases, as appropriate, establish and maintain files (outgoing and incoming) and records for the Centre, compose and prepare written documentation and correspondence for the Centre, screen and evaluate incoming and outgoing correspondence and prepare responses as appropriate and assist in the coordination, supervision, and completion of special projects and/or assignments as appropriate.

As the ideal candidate, you will ensure petty cash forms are properly filled prior to undertaking any expense, develop petty cash report and replenish petty cash as and when required and inform staff about the petty cash operations process and requirements.

This is a full-time opportunity based at AIMS Rwanda Centre in Kigali.



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Do you have what we need?

- A Bachelor's degree in business related studies
- At least 3 years of experience that is directly related to the duties and responsibilities specified
- Functionally Bilingual (English-French)
- Strong proficiency with Microsoft Office with particular strength using Excel, Word and PowerPoint
- Exceptional interpersonal skills with an ability to build and manage a variety of internal and external relationships
- Self-directed with excellent organizational skills, attention to detail and an ability to meet deadlines
- Articulate communication skills, both verbal and written, to disseminate relevant information to a wide variety of stakeholders
- Flexible to adapt to an evolving environment
- High level of confidentiality, tact and diplomacy to manage sensitive information.

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 "Office Coordinator" in the subject line). **Applications will be accepted until April 30, 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.