



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

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of centres of excellence for postgraduate training in mathematical sciences, research and public engagement in STEM. Its mission is to empower talented young Africans to be creative leaders in Science and Technology. The first AIMS centre opened in Cape Town, South Africa in 2003; since 2011, AIMS has opened additional centres in Senegal, Ghana, Cameroon and Rwanda.

Each AIMS Centre provides expertly tailored academic and non-academic programs, training around 50 African students each year, and preparing them for leadership in the domains of academia, government, and industry. The AIMS academic 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...

### **Program Officer – AIMS Industry Initiative!**

The Program Officer – AIMS Industry Initiative will join a high-energy team focused on sharing success stories and scaling up impact. He/she will support the implementation of various activities for the Data Science Capacity Development Initiative and technical development programs and initiatives, including the development of concept notes and work plans.

Under the leadership of the Director of AIMS Industry Initiative, you will develop high-quality documents such as reports, presentations, flyers, and success stories to highlight the impact of departmental programs and activities; develop and implement all media content related to public engagement activities for the department. You will also provide communication support requirements with regard to the departmental activities across its platforms, including the website and social media platforms, and keep an updated list of internal and external stakeholders and reporting requirements.

As the ideal candidate, you will assist in Assist in organizing departmental meetings, events, and programs. You will facilitate payments to vendors and/or other stakeholders by preparing payment requests and supporting documentation for the finance department. In addition, you will support in organizing departmental meetings, events, and programs. You will provide daily logistical support for departmental activities, events, and programs, as well as other requests made from time to time.

This is a 1-Year (renewable) opportunity based at AIMS Rwanda Centre in Kigali, Rwanda.



## Do you have what we need?

- Master's Degree in Business Administration/ Public Relations / Marketing / Arts / Social Sciences or other related field with at least at least 2 years of hands-on project management or Bachelor's Degree in Business Administration / Public Relations / Marketing / Arts / Social Sciences or other related field with at least at least 5 years of hands-on project management.
- Management skills required, demonstrate organizational skills, and a strong commitment to learning.
- Experience working on program development, particularly related to entrepreneurship and innovation
- Fluency in English (reading and writing) is required; Knowledge of Kinyarwanda/French is an added advantage.
- Excellent communication skills—verbal and administrative writing.
- Attention to detail and problem-solving skills.
- Proficient in MS Office (Word, Excel, PowerPoint), online applications (Google Apps, SharePoint, Skype, Teams and Zoom) and social media.
- Excellent teamwork and interpersonal skills.
- Ability to work independently and achieve results on required deadlines.
- Good attitude, high-level of integrity and keen to work in a multicultural and global environment.
- Flexible, intellectually curious and creative.
- Must be based in Rwanda and eligible to legally live and work in Rwanda.

## Are you ready to be a part of the transformation?

Click on [this link to apply](#). Applications will be accepted until May 12, 2025.

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

AIMS is an equal opportunity employer.