



# AIMS

African Institute for  
Mathematical Sciences  
**NEXT EINSTEIN INITIATIVE**

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

## **A Career Opportunity to advance our work transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!**

In keeping with our mission to enable Africa's brightest students to flourish, at AIMS we are equally dedicated to fostering an environment in which we enable and challenge our internal talent to flourish to their fullest capacity as we strive to generate The Next Einstein!

We need your passion, knowledge and expertise to be our next...

### **Procurement and Logistics Manager!**

Reporting to the Chief Operating Officer, AIMS Rwanda, the Procurement and Logistics Manager is responsible for overseeing the procurement aspects of AIMS Rwanda's operations. As the Procurement and Logistics Manager, you will be instrumental in supporting Centre activities through a variety of services including quality control, expediting and material control, examining existing procedures and opportunities to streamline activities to limit costs and improve accuracy in desired outcomes. Additionally, you will be expected to conduct yourself in a manner that seamlessly aligns with the organizations values – and to protect the reputation of AIMS Rwanda.

As a Professional Procurement and Logistics Manager you will participate in negotiations for large/strategic contracts, manage relationships with key suppliers/vendors, assist with asset management and, manage and coordinate all logistics at the Centre.

This highly visible role will have direct and continuous influence over the day-to-day culture of the Centre and its stakeholders and as an on-site resident, the Procurement & Logistics Manager will be expected to set an exemplary tone for the community of students, tutors and visiting lecturers.

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



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## Do you have what we need?

- Candidates should be curious, collaborative and self-directed,
- Minimum Bachelor Degree in Management/Procurement/Logistics/Supply Chain Management or Business related field; MBA is preferred,
- Experience: 5 years in Procurement and Logistics,
- Bilingual (English/Kinyarwanda) -must have strong language skills (speak, read and write); French language skills, an asset
- Experience handling highly confidential information in a professional manner
- Excellent computer skills,
- Demonstrated ability in supervision,
- Experience in working with donor funds,
- Working knowledge of procurement services and practices is an added advantage,
- Good planning and organizational skills,
- Ability to maintain effective working relationships with all levels of staff and suppliers,
- Ability to multitask, prioritize and meet deadlines
- Be prepared to work outside of normal working hours due to the geographic spread of the Centre Programs and the 24/7 learning environment offered as academic institution.
- Self-sufficiency with MS Office, G-Suite, SharePoint and Skype

## 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](mailto:careers@nexteinstein.org) (i.e. quote “Procurement & Logistics Manager ”\_Internal in the subject line). **Applications will be accepted until November 25, 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.