

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

## Job Profile

<b>Title:</b>	Communications Officer
<b>Reports to:</b>	Acting Director of Communications, AIMS-NEI
<b>Direct Reports:</b>	N/A
<b>Status:</b>	Internship (6 months, renewable)
<b>Duty Station:</b>	AIMS Global Secretariat, Kigali

### Overview

The Communications Officer will support the Communications Department in event planning, media engagement, content drafting and day-to-day operations. The Communications Officer will be based at the AIMS Global Secretariat in Kigali, with the following duties:

### Responsibilities

#### 1. Communications

- Provide administrative support to the department
- Draft communications documents (e.g. briefing notes, fact sheets, presentations, reports, etc.)
- Draft content for AIMS Global Secretariat websites, monitoring and updating as required
- Collate and draft content for the external and internal monthly newsletters
- Update mailing and media lists
- Maintain calendars and appointments
- Keep track of secretariat communication activities, providing support for events and overall program delivery
- Keep track of network wide communication activity calendar and coordinate with centres to provide support where needed

#### 2. Media Relations and Public Affairs

- Facilitate booking with vendors and media outlets
- Provide support in the production of promotional materials
- Coordinate translation of communication & publicity materials where necessary

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### 3. General

- Provide administrative support to the department (completing forms for procurement, etc.)
- Any other task as assigned by AIMS Secretariat Communications Department

### Competencies & Requirements

- BSc/BA in communications, public relations, journalism or a related field is required; a degree in another field may be accepted, with demonstrated experience in blogging, writing, public relations, public engagement or outreach
- Understanding of media relations and digital media strategies
- Solid editing and researching skills
- Excellent communication abilities (oral and written)
- Fluency in English and working knowledge of French is required
- Strong attention to detail
- Organizational skills
- Possess good analytical and writing skills
- Proficient in MS Office; familiarity with editing and content management systems is a plus
- Ability to work in a multicultural environment
- Demonstrates integrity and ethical standards

### Working Conditions

- AIMS Global Secretariat, Kigali, Rwanda
- Ability and willingness to travel within and outside Africa whenever required
- Willingness to work on weekends and outside normal working hours (when required) in a time-driven communication cycle

**If you meet the above requirements, submit your CV and cover letter (in one PDF document) to [info@nexteinstein.org](mailto:info@nexteinstein.org) by Thursday January 21 at 5 PM GMT.**