



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!

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 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. 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 Intern – AIMS Industry Initiative (2 positions)

In this role and reporting to the Director, AIMS Industry Initiative, you will give support to the AIMS Next Einstein Forum (Industry Initiative & NEF) department to ensure the smooth and efficient delivery of its various programs and activities.

As the Program Officer Intern, you will assist in the preparation of scheduled reports for the department, assist in the maintenance of the filing system for the department, assist the coordination of department procedures and reporting, and facilitate payments to vendors and/or other stakeholders by preparing payment requests and supporting documentation to the finance department.

You will also support the implementation of AIMS Data Science Fellowship Programs, provide coordination support for the deployment of the AIMS Experiential Learning Platform (ELP) developed by Orbis, support placement for work-integrated learning opportunities for AIMS students and alumni in the new ELP, mobilize the AIMS community including students and alumni to participate in the Data Science Fellowship Programs and facilitate registration of members of the AIMS community in the new ELP.

Additionally, you will provide logistic support for daily activities of the department, support department's meeting schedules and travel arrangements and coordinate logistics for the department's events.

This is a 6 months' internship opportunity based at AIMS Secretariat, Kigali-Rwanda.



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Do you have what we need?

- Bachelor degree in business, administration, marketing or related STEM fields;
- Demonstrated organizational skills and strong commitment to learning;
- Strong English language skills; French desired asset;
- Excellent communication skills – verbal, administrative writing and creative writing;
- Excellent internal communication skills;
- Attention to detail and problem-solving skills;
- Proficient in MS Office (Word, Excel, PowerPoint);
- Knowledge in professional online applications (Google Apps, SharePoint, Skype, Teams, Zoom);
- Excellent teamwork and interpersonal skills;
- Ability to work independently and achieve results on required deadlines;
- Flexible, intellectually curious and creative;
- Exposure to social media.

Are you ready to be a part of the transformation?

Submit your letter of motivation together with a detailed CV in English (In 1 PDF Document) to: careers@nexteinstein.org (i.e. quote “Program Officer Intern – AIMS Industry Initiative” in the subject line). **Applications will be accepted until February 21, 2021.**

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.