



AIMS

African Institute for
Mathematical Sciences
GHANA

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. Four additional centres were established in Senegal (2011), Ghana (2012), Cameroon (2013) 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...

Senior Administrative Officer, AIMS Ghana!

Reporting to the Chief Operating Officer, you will perform all duties required for the smooth operation of the AIMS Ghana. You will support the COO with administrative matters such as official correspondence and documentation, coordinate and monitor the use of consumables purchased by the Institute. You will also coordinate the procurement activities of goods and services at the Center, ensure appropriate logistical support is provided to staff, students and visitors of the center and coordinate the processing of passports, visas, residence permits and travel arrangements for students, researchers, staff and visitors during their stay at AIMS Ghana.

As a professional administrative officer, you will provide administrative support for conferences/workshops and training courses being organized by the academic or research departments of the Institute. Ensure logistical arrangements are made for conferences and workshops organized by the Institute and handle all traveling arrangements (flights) for students, lecturers, researchers and staff of AIMS Ghana.

As the ideal candidate, you will assist in resource mobilization activities of the Institute, work with program officers, finance and the management team in preparing budgets for program/project development and grant applications by the Institute. You will coordinate the preparation of meeting/workshop/conference reports by liaising with Program Managers and other Officers. You will

African Institute for Mathematical Sciences Ghana (AIMS Ghana)

- Summerhill Estates, East Legon Hills – Santoe, Accra
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prepare key operational reports such as quarterly, half-year and annual reports of the institution, monitor and evaluate all programs and projects implemented at the Center and ensure that they are aligned toward the institutional goals and coordinate budget preparation for program/project development and grant application. Additionally, you will also assist the COO to supervise administrative team members including administrative, facilities and logistics officers/assistants and ensure that daily office operations are performed in a seamless and efficient manner.

This is a two-years job opportunity based at AIMS Ghana, Accra.

Do you have what we need?

- Master's degree in the Business Administration, Management, HR or related fields.
- Minimum 4 years working experience in related field.
- Strong organizational skills and high attention to details to manage and catalogue volumes of reference and subject materials.
- Exceptional leadership and time, task, and resource management skills.
- Strong communication skills (verbal and written) to interact and build mutually beneficial relationships with multi-cultural/racial/able students, teachers, staff and researchers.
- Strong English language skills.
- Event organization capabilities. That is abilities to plan and coordinate a variety of events including conferences, seminars, workshops and meeting.
- Proficiency with MS Office, Google Apps, Skype, SharePoint and other internet applications.

Are you ready to be a part of the transformation?

Click on [this link to apply](#). Applications will be accepted until May 21, 2021.

Should no feedback be received from AIMS Ghana within four weeks of your submission, kindly accept that your application will not be further pursued. AIMS Ghana is an equal opportunity employer.

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