



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...

Logistics Assistant, AIMS Senegal!

The Logistics Assistant is part of the Facilities and Logistics Team that provides support to ensure the smooth and efficient operations of Centre services. The Logistics Assistant is the key point of contact for visiting stakeholders.

In this role and reporting to the Director of Operations, you will supervise the use of the cars and the proper filling of the vehicle logbook; ensure the Centre fleet based vehicles on site are fit for purpose and operational on a daily basis. You will support the Logistics Officer in the cost efficient operation of inventory items to support Centre and management needs, liaise with suppliers to ensure proper documentation and reception of items purchased. You will purchase, distribute and maintain office supplies and stationary in all departments and submit a monthly inventory management report to the Director of Operations.

As the ideal candidate, you will undertake postal services duties as required to support the service provision, ensure the service provision on site is fit for purpose and operational on a daily basis and effective liaison with Technicians to address all facilities related issues. You will also make all logistical arrangements for meetings and events.

Additionally, you will collect all facilities related issues on a daily basis and direct them to the Director of Operations for action, you will provide support in the management of supply of utilities, and ensure the availability of water and electricity at all times.

This is a full-time opportunity based in Senegal.



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

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

Do you have what we need?

- Diploma/Bachelor's degree, preferably in facilities management, building management, construction, surveying, business studies, engineering, property management or similar;
- Minimum 2 years of relevant work experience;
- Exceptional interpersonal skills with an ability to remain calm in crisis moments;
- Exceptional interpersonal skills with an ability to build and manage a variety of internal and external relationships;
- Ability to perform analyses, create timelines and task lists to meet deadlines, paying close attention to details;
- Knowledge of energy or building management systems and/or work order systems
- Functionally Bilingual (English-French);
- Basic working knowledge of Microsoft Office Suite, including Excel, PowerPoint and Word and Internet applications (Skype, Google Apps, etc.);
- Experience of facility maintenance in an institutional setting preferable
- Self-directed with excellent organisational skills, attention to detail and an ability to meet deadlines;
- Articulate communication skills, both verbal and written, to influence and facilitate;
- Flexible to adapt to an evolving environment;
- Experience working with an international NGO, an asset.

Are you ready to be a part of the transformation?

Click on [this link](#) to apply. **Applications will be accepted until December 31, 2022.**

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. Visit www.nexteinstein.org to learn more about AIMS.