



# 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 Officer, AIMS Senegal!**

The Logistics Officer, AIMS Senegal will ensure that all facilities and logistics functions of the Centre are operational to AIMS network standards ensuring that high quality academic programs can be delivered in the 24-hour learning environment upon which AIMS prides itself. The health and well-being of visiting lecturers, tutors and students depend upon this core function.

As the Logistics Officer, you will develop and implement a facilities strategy and tactical plan to ensure that AIMS- CMR provides a safe, healthy and productive work environment to all, and is reflective of the work environment, culture and values of the organisation. Implement and manage a facility and equipment maintenance program to ensure cleanliness of all facilities and facilities equipment and furniture (e.g. generators, air-conditioning systems, lights, coffee machines etc.) and that these are fully functional at all times.

As the ideal candidate, you will play a leading role in optimising the allocation and utilisation of space and resources for new buildings and in re-organisation of current premises, incorporating plans for future development in line with strategic business objectives. You will implement and maintain fire safety procedures, including fire drills and ensure that facilities comply with regulations and that all staff and students have the proper safety training; report and correct any safety violations, including exterior lighting, damage or breakage.

Reporting to the Director of Operations, you will manage facility access and implement control processes to enable accurate reporting and change control, establish protocols to appropriately procure and manage installations, repairs supply inventories, furnishings and keys. You will manage and optimise all contractor services, including those for catering, cleaning and construction/renovations in compliance



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the Procurement Policy. You will oversee vendor analyses and selection; develop scope of work and competitively bid all projects and regularly assess supplier and vendor services to ensure value to the Centre and prepare documents to administer contractor tender; reconcile and submit supporting documentation for the refund of expenses.

Additionally, you will arrange and provide suitable accommodation for lecturers, students, tutors and researchers visiting AIMS Senegal as required; arrange transportation for visitors to AIMS Senegal when necessary, maintain the welfare and security of all residents and visitors at AIMS addressing resident concerns, requests. You will also arrange deliveries and collections, including postage and collection of mail, monitor residents at all AIMS Senegal properties, and document any complaints, breaking of the house rules and other issues affecting the AIMS Senegal community.

This is a full-time opportunity based in Senegal.

## Do you have what we need?

- Bachelor's degree, preferably in Procurement / Logistics Management, facilities management, building management, construction, surveying, business studies, engineering, property management or any other related field;
- 3-5 years of relevant work experience;
- Exceptional interpersonal skills with an ability to remain calm in crisis moments;
- Proven ability to progressively probe, analyse and identify root causes of problem; provide practical solutions, and negotiate resolutions;
- Exceptional interpersonal skills with an ability to build and manage a variety of internal and external relationships;
- Strong project management skills and ability to perform analyses, create timelines and task lists to meet deadlines, paying close attention to details;
- Knowledge of building, safety and fire codes, as well as the ability to interpret blue prints and schematics;
- 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.



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## 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](http://www.nexteinstein.org) to learn more about AIMS.