



# 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!**

The Program Officer Intern will give support to the AIMS Industry Initiative and NEF department to ensure the smooth and efficient delivery of its various programs and activities. The intern will be expected to support departmental programs and activities including communication, reporting and administrative duties.

As the Program Officer Intern and in collaboration with other team members, you will help in Communication and Reporting; General Administration, Technical Program Development and Logistics. You will also help in data entry and collection, voucher and supporting documents examination, drafting memo/letters/reports, producing meeting's minutes, undertaking desk research and producing first draft reports.

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

### **Do you have what we need?**

- Bachelor's Degree in Communications / Public Relations / Marketing / Journalism / Arts / Social Sciences or other related field.
- Demonstrated organizational skills and a strong commitment to learning.
- Fluency in English (reading and writing) is required, Knowledge of Kinyarwanda/French is an added advantage.
- Excellent communication skills—verbal and administrative writing.
- Attention to detail and problem-solving skills.

Telephone: +250 788180100 ■ Email: [info@nexteinsteinstem.org](mailto:info@nexteinsteinstem.org) ■ [www.nexteinsteinstem.org](http://www.nexteinsteinstem.org)  
South Africa | Senegal | Ghana | Cameroon | Tanzania | Rwanda |  
United Kingdom | Canada | Germany | Scandinavia



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- Proficient in MS Office (Word, Excel, PowerPoint), online applications (Google Apps, SharePoint, Skype, Teams and Zoom) and social media.
- Excellent teamwork and interpersonal skills.
- Ability to work independently and achieve results on required deadlines.
- Flexible, intellectually curious and creative.
- Good attitude and organizing skills.
- Ability to work in a multicultural and global environment.
- Must be based in Rwanda and eligible to legally live and work in Rwanda.
- Ability to efficiently and effectively handle multiple tasks at the same time.

## **Are you ready to be a part of the transformation?**

Click on [this link to apply](#). Applications will be accepted until February 28, 2023.

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.