



AIMS

African Institute for
Mathematical Sciences
GHANA

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, AIMS Ghana!

In this role, reporting to the Academic Director, you will assist in the administrative work of the academic department of AIMS Ghana by providing support and information where necessary. You will manage applications and admission queries by understanding the Institute's strategy about students' recruitment and use this to guide admissions processes and decisions. You will be responsible for keeping applicants informed of progress with their admissions request.

As the ideal candidate, you will maintain records of students during admissions and provide data to the academic team; you will also assist with preparing student registration documentation and scheduling applicant interviews. In collaboration with the Academic Director, you will ensure the maintenance of accurate student records; advise students on issues and refer on as appropriate; and assist in the production of core information, materials, and student handbooks.

In addition, you will assist in carrying out logistical and budget planning of workshops, outreach and extracurricular activities. You will also assist in graduation planning, collecting and distributing certificates and transcripts.

This is a two years opportunity based at AIMS Ghana Centre in Accra.

African Institute for Mathematical Sciences Ghana (AIMS Ghana)

- Summerhill Estates, East Legon Hills – Santoe, Accra
- GPS: GK-0647-1372 ● P. O. Box LG DTD 20046, Legon, Accra ● Tel: 036-219-6616
- E-Mail: info@aims.edu.gh ● Web: www.aims.edu.gh



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Do you have what we need?

- Bachelor's Degree Program Management or any other related field;
- Knowledge of and work experience with the Higher Education sector;
- At least 2 years of full-time work experience in administration within an educational or research environment;
- A highly motivated administrator with a passion for creative design of events;
- Ability to work well with a small yet growing team of the Centre;
- Ability to work to expectations and clear direction to meet goals and objectives;
- Ability to think critically that is having the ability to question, analyse, interpret, and apply inductive and deductive reasoning;
- Ability to support innovation and creativity and ability to remain flexible to meet constantly changing system;
- Strong organisational skills and high attention to details;
- Good 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;
- Proficiency with MS Office, Google Apps, Online Video Conferencing 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 April 20, 2023.**

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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