

## Job Profile

<b>Job:</b>	Program Assistant
<b>Reports to:</b>	AIMS Senegal Chief Operating Officer
<b>Direct Reports:</b>	None
<b>Status:</b>	Full-Time Contract, 2 years
<b>Duty Station:</b>	Mbour, Senegal

## Overview

### **We're transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!**

The African Institute for Mathematical Sciences (AIMS, [www.nexteinstein.org](http://www.nexteinstein.org)) is a pan-African network of centres of excellence for postgraduate training, research and outreach in mathematical sciences. 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 Program Assistant provide support to AIMS Senegal Senior management team in aspect such as communication, reporting, event management. This role has direct and continuous influence over the day-to-day culture of the Centre and its stakeholders.

## Responsibilities

### 1. Communication

- Developing and implementing effective social media strategies.
- Creating content that attracts the attention of the target audience.
- Scheduling social media posts as per the plan.
- Monitoring social media reactions
- Coming up with innovative ideas and concepts.
- Update posts to include relevant keywords for search engine optimization.
- Managing social media communication on time

### 2. Events Management

- Brainstorming and implementing event plans and concepts.
- Handling budgeting
- Updating senior management.
- Managing branding and communication.
- Developing event feedback surveys.
- Handling post-event reports.

### 3. Donor Reports

- Support the COO and Centre President in the preparation of reports
- Maintain electronic records of claims and supporting documentation

### 4. Admin



- drafting memo/letters/reports,
- producing meeting's minutes,
- undertaking desk research,
- Translation of documents

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

- A university degree in business administration (or any relevant subject)
- Highly numerate and confident with data analysis
- Advanced Microsoft PowerPoint Skills.
- Flexible to adapt to an evolving environment
- Ability to prepare reports and provide information to management in a timely matter.
- Ability to multi-task and meet deadlines
- Strong interpersonal skills and the ability to effectively work in multicultural teams.
- Excellent communication skills, both written and verbal, including the ability to explain financial matters to non-finance staff.
- Self-motivated and strong team player with ability to prioritize workload whilst being flexible in your approach
- Ability to operate in fast paced environment and cope with seasonal pressure points.
- Fluency in English is essential

#### **Working Conditions**

- AIMS Senegal, Mbour - Senegal

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

Submit your letter of motivation together with a detailed CV to: [aimssnrh@aims-senegal.org](mailto:aimssnrh@aims-senegal.org) (Please quote "Program Assistant" in the subject line). Applications will be accepted until the right candidate is found.

AIMS-NEI is an equal opportunity employer.