

**AIMS**African Institute for  
Mathematical Sciences  
NEXT EINSTEIN INITIATIVE

## Job Profile

<b>Title:</b>	Program Coordinator
<b>Reports to:</b>	Teta Bahunde
<b>Direct Reports:</b>	N/A
<b>Status:</b>	Contract 12 months
<b>Duty Station:</b>	Mbour, Senegal

### Overview

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 African Masters of Machine Intelligence (AMMI) program launched this past September 2018 provides brilliant young Africans with state-of-the-art training in Machine Learning and its applications. The AMMI program is part of AIMS ecosystem of advancement of Machine Learning in the service of global society.

The incumbent will also carry out other tasks as required for the design and completion of successful programmes.

### Responsibilities

#### Management of AMMI-Senegal

- As a full-time employee of AMMI, he/she will take a leading role in representing AMMI at meeting, strategies and plans.
- Manage programme's students, tutors, AIMS staff and visitors for the programme.
- Manage contracts involving AMMI in Senegal (transportation, accommodation, medical insurance, catering, etc).

#### Operations

- Manage in/out flow of lecturer and lecturers' assistants (including flights, accommodation, transportation, etc).
- Manage in/out flow of students (including flights, accommodation, transportation,



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health insurance, registration, badges, etc).

- Monitor and ensure high students' academic performance.
- Manage students to ensure they maintain a physical, mental and moral level of engagement to complete the programme
- Prepare for yearly orientation week for admitted students

## Administration and Financial System

- Maintaining a financial system aligned with Senegalese legal rules and donor norms including:
  - Assisting the budgeting process
  - Fund payment and disbursement process
  - Procurement
- Produce programme's petit cash & monthly expense reports.
- Prepare all administration payment document for the program and insure they are processed

## Facilities

- Ensuring that there is uninterrupted infrastructure including electricity, water, internet, security and liaising with the service providers.
- Ensuring that the AMMI offices (tutors, etc) and classroom are furnished with all the necessary furniture and equipment needed for study, research work and general administration tasks.
- Ensure all facility needs are met for Students, Tutors, Lecturers, and program's staff).

## Communications and Public Engagement

- Driving the development of a communication plan with the AIMS team.
- Ensuring the communication plan is implemented.
- Maintain and ensure website and social media platforms' contents are up-to-date.

## Seminars, Workshops and Conferences

- Assist the development and implementation of seminars, workshop and conference programmes as well as graduation ceremonies.

## General

- Manage on-campus and off-campus students' activities.
- Ensure clear line of communication with students' representatives.
- Resolve AMMI programme's day-to-day challenges/issues in Mbour/Senegal.
- Manage overall AMMI operations on campus and ensure supervisor is aware of progress of assigned tasks
- Report any emergency cases to AIMS centre and supervisor immediately.
- Maintain and ensure excellent communication with the person he/she reports to as well as everyone he/she interacts with.



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For documents submission, please send to [opportunities@aimsammi.org](mailto:opportunities@aimsammi.org) by the mentioned deadline.