



AIMS

African Institute for
Mathematical Sciences
SENEGAL

We are 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 and research in mathematical sciences, and public engagement in STEM. Its mission is to empower talented young Africans to be creative leaders in Science and Technology. 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 60 African students per master program 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...

Associate Director Operations!

To spearhead the management of the non-academic aspects of the Centre – an international setting that conducts teaching, research and outreach of mathematical sciences. Leading a diverse team of 4-8 professionals, embrace the challenge to create a world-class learning environment using an established model with the flexibility to adapt to local needs and the opportunity to innovate new approaches. Oversee the launch and continuity of a defined curriculum and give guidance to the Centre's growth in the coming years to implement other initiatives including Research and Outreach/Teacher Training.

Given your extensive experience in Operations, you will on and monitor the overall administration of the AIMS, including regulatory compliance with local laws and applicable international norms; you will establish the Centre as a fully functional institution in time for each academic year including (but not limited to) staffing, facilities, procedural implementation, finances etc. as well as develop a contract review process to ensure that all processes are fully documented and that all requirements are complete before approval, proper reviews and due diligence have occurred, and key fraud red flags have been checked accordingly; provide guidance to procurement team at the Centre and ensure compliance with all donor reporting requirements.

Additionally, you will contribute to attracting and nurturing fruitful relationships with key funding sources (governments and institutions), and, effectively manage and leverage funds grounded in an effective governance structure, regulatory requirements and appropriate financial and administrative policies and practices.



Competencies & Other Requirements

- Master's Degree in Business or Public Administration, Social Sciences, Development Studies or Educational Leadership; a Doctorate Degree, an asset
- 5 years of experience in managing medium to large international settings, ideally as part of a global network
- Experience and understanding of the requirements for using and working with international donor funding e.g. DFID, IDRC, USAID etc.
- A proven record of developing and professionalizing start-up organizations
- Experience working in international environments
- A consummate diplomat with the drive to innovate and lead change with a collaborative spirit
- Superb relationship management skills to lead, manage and interact with a diverse team of professionals
- An influential communicator with strong verbal, writing and presentation skills
- Functionally Bilingual (English-French)
- Working knowledge of Microsoft Office Suite, including Excel, PowerPoint, Word and Internet applications (Dropbox, Skype, Gmail, etc.)

Working Conditions

- AIMS Senegal Centre of Excellence/Educational Environment
- Travel within and out of Africa, for periodic extended in-country stays of up to 8 weeks
- Availability outside of normal business hours to respond to student/organizational needs.

Are you ready to be a part of the transformation?

Please send your applications file (Cv + cover letter) to recruitment.ado2024@aims-senegal.org. Applications will be accepted until August 31, 2024.

Should you not receive feedback from AIMS-NEI within five 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 Senegal is an equal opportunity employer. Visit <https://aims-senegal.org/> to learn more about AIMS Senegal.