

Job Profile

Title:	Project Coordinator, StAfrica Project at AIMS Ghana
Reports to:	Chief Operating Officer, AIMS Ghana
Direct Reports:	N/A
Status:	Full-Time Contract (12 months, renewable)
Duty Station:	Accra, Ghana

Overview

The Project Coordinate will see to the optimal implementation of the StAfrica project that seeks to promote business start-ups from the field of science. The broader mission of this project is to increase Germany's attractiveness to African start-ups as well as to sensitise and facilitate the market entry of German start-ups and companies in Africa.

Responsibilities

- Manage and support the implementation of the project at AIMS Ghana, including the implementation of incubation programs that will support and push business ideas by young Ghanaians in the field of science.
- Monitor and evaluate the implementation of activities, ensuring that targets and timelines are met, work is documented, and regular reports are prepared.
- Coordinate and collaborate with Ghanaian and international partners to leverage collaborations and support for the StAfrica project.
- Manage development and dissemination of educational materials, knowledge products and training tools for the incubator.
- Plan, coordinate and execute events and training in and outside of Accra.
- Coordinate communications and outreach to higher education, entrepreneurial networks and other topic-related organisations through newsletters, digital content, and other communications content.
- Support outreach and engagement with global and national media and oversee external communications on social media channels (Facebook, Instagram, LinkedIn, Twitter).
- Other duties as assigned by the supervisor and Center President for sustainability of the project and the center.

Competencies & Requirements

- Master's degree from a recognised University in the areas of Project Management, Business, Economics, Political science, Social studies, STEM or another related field.





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- Having managed international or intercultural projects (preferably in a leading position) in the education sector.
- Being entrepreneurial and having at least 3+ years of experience running or setting up a project in Ghana or abroad, such as your own start-up/company/NGO is an added value.
- Teaching experience or having worked as a mentor in the field of entrepreneurship is a plus.
- Strong understanding of business operations with experience in operations, consulting, strategy, or a similar area.
- Have extensive experience in building partnerships within the Ghanaian higher education and incubation/start-up ecosystem and have an excellent network of connections in these fields.
- Brings a positive mindset and attitude that continuously pushes the StAfrica project to accomplish its mission.
- Can act independently and think critically, and have an ability to work in a dynamic flat organisation with little daily guidance.
- Understand what it means to work with tight deadlines and high internal communication and innovation demands.
- Have exceptional presentation skills.

Working Conditions

- AIMS Ghana, Accra.
- Ability and willingness to travel within and outside Africa whenever required.
- Willingness to work on weekends and outside normal working hours (when required) in a time-driven communication cycle.

Send CV and Cover Letter to starfricaproject.c@aims.edu.gh

Deadline: 28th February 2023

