

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 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...

Scientific Communications and Alumni Relations Coordinator!

Based at the AIMS Ghana Centre, the Scientific Communications Specialist and Alumni Relations Coordinator will play a crucial role in enhancing the visibility and reputation of the African Institute for Mathematical Sciences (AIMS) Ghana. In this position, you will combine expertise in scientific writing with the responsibilities of building and maintaining strong relationships with alumni. You will also be responsible for developing and executing comprehensive communication strategies to showcase AIMS Ghana's research, activities, and impact while actively managing marketing and communications efforts and programming related to alumni relations identifying, recruiting, and managing alumni volunteers to serve on Committees.

As the ideal candidate, you will develop and implement a strategic communication plan to effectively communicate AIMS scientific achievements and research activities; you will manage scientific communications and messages through different communication channels and modalities; collaborate with researchers and faculty to translate complex scientific concepts into accessible and engaging content for diverse audiences and monitor media coverage, track key performance indicators, and prepare regular reports on the impact of communication efforts.

As a researcher and an expert in communications, you will develop and maintain strong relationships with AIMS Ghana alumni, fostering a sense of belonging and community; plan and organize alumni-related activities. Additionally, you will administer committee meetings including liaising with alumni chapters' executives, minute-taking, ensuring actions are





carried out in a timely fashion and maintain an updated alumni database, tracking their achievements and contributions to showcase their success stories.

This is a full-time contract opportunity based at the AIMS Ghana Centre.

Do you have what we need?

- Bachelor's or Master's (preferred) degree in Communication, Business, Marketing, Statistics, Media Management or related disciplines;
- Proven experience in scientific communication, public relations, or a similar role.
- Proven success designing and executing communications strategies and campaigns;
- Strong interpersonal skills and experience in alumni relations or community building.
- A passion for mathematics, science, and education is needed
- Ability to work independently, stay organised, and deliver high-quality results in a timely manner in the absence of regular and close oversight;
- Effective communication skills and the ability to engage with students, staff and alumni from a wide range of backgrounds;
- Must be a self-starter with natural leadership and team building abilities
- Articulate communicator (written, verbal and visual) with exceptional English language skills; French language skills are a desired advantage
- Strong team player with excellent interpersonal skills;
- Fluency in English, both written and spoken, is desired. French is a plus.
- Self-sufficient with MS Office (Word, Excel, PowerPoint) and savvy with web-based applications (Dropbox, Google, Social Media);
- A genuine interest in STEM education and research.

Are you ready to be a part of the transformation?

Click [on this link to apply](#). Applications will be accepted until May 15, 2024.

Should no feedback be received from AIMS Ghana within four weeks of the deadline, kindly accept that your application will not be further pursued. AIMS Ghana reserves the right not to make an appointment at its sole discretion.

AIMS Ghana is an equal opportunity employer. Visit <https://aims.edu.gh/> to learn more about AIMS.

