

## **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 in mathematical sciences, research and public engagement in STEM. 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 first AIMS centre opened in Cape Town, South Africa in 2003; since 2011, AIMS has opened additional centres in Senegal, Ghana, Cameroon and 2 Centres in Rwanda.

Each AIMS Centre provides expertly tailored academic and non-academic programs, training around 50 African students 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...

### **Program Officer, AIMS Ghana!**

<b>Title:</b>	Program Officer
<b>Reports to:</b>	Academic Manager
<b>Status:</b>	Contract
<b>Duty Station:</b>	Accra, Ghana

### **Overview**

It is expected that the Program Officer will form part of the Academic team and will perform all duties required for the smooth operation of AIMS Ghana.

### **Responsibilities**

- Assist in the workload of the Academic department of AIMS Ghana by providing assistance and guidance where necessary.
- Act as main point of contact for admissions queries by understanding the Institute's strategy about recruitment and use this to guide admissions processes and decisions.
- Assist to advise students on program issues and refer on as appropriate



- Maintain records of students during admissions and provide data to academic team.
- Responsible for keeping applicants informed of progress with their admissions request.
- Assist in the production of core programme information, materials, and student handbooks.
- Take responsibility for the creation and maintenance of accurate student records, in both paper and electronic formats, including liaison with the Academic Manager.
- Assist in carrying out logistical planning and budget execution of program activities.
- Performing other duties as required to meet the goals and mission of the Centre and the global centres network

## Competencies & Other Requirements

- Post Graduate Degree from any of the AIMS Centres
- Knowledge of and work experience with the Higher Education sector is an advantage
- At least 2 years of full-time work experience required in educational or research programming.
- A highly motivated academic with a passion for innovative and creative programming
- Ability to work well with a small yet growing team of the Centre
- Ability to establish expectations and clear direction to meet goals and objectives.
- Ability to think critically that is having the ability to question, analyse, interpret, and apply inductive and deductive reasoning.
- Ability to support innovation and creativity and ability to remain flexible to meet constantly changing system.
- Strong organizational skills and high attention to details.
- Good time, task, and resource management skills.
- Strong communication skills (verbal and written) to interact and build mutually beneficial relationships with multi-cultural/racial/able students, teachers, staff and researchers.
- Proficiency with MS Office, Google Apps, Skype and other internet applications

## Working Conditions

- Centre of Excellence/Education Environment
- Limited travel within and potentially out of Africa
- Available to work outside of normal business hours as may be required to meet organizational demands





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

Click [on this link to apply](#). Applications will be accepted until January 31, 2025.

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.

