

We're transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!

The African Institute for Mathematical Sciences (AIMS) is a pioneering institution transforming STEM education and research in Africa. Founded in 2003, AIMS has grown into the continent's largest network of centres of excellence for training, research, and public engagement in mathematical sciences. With six centres across Africa, AIMS provide a world-class, pan-African, and interdisciplinary learning environment that equips young Africans with skills to address critical challenges such as climate change, food security, and pandemics.

To date, AIMS has trained over 3,500 graduates from 45 African countries, with 35% being women. The majority (approximately 70%) have remained in Africa and are driving change in fields like healthcare, education, renewable education, and digital innovation. Through its unique model and inclusive approach, AIMS empower the next generation of African innovators and leaders, fostering sustainable socio-economic development across the continent.

If you bring a collaborative spirit with a passion to effect change, consider this opportunity as the...

Facilities Manager!

Reporting to the Chief Operating Officer, the AIMS Ghana Centre Facilities Manager will primarily be responsible for making sure that buildings, properties and their services meet the needs of the people who work or live in them. He/she ensures that all facilities of the Centre are operational to AIMS network standards, ensuring that high-quality academic programs can be delivered in the 24-hour learning environment upon which AIMS prides itself. The health and well-being of visiting lecturers, tutors, students and staff depend upon this core function

As the Facilities Manager, you will manage, supervise and coordinate the work of contractors on the AIMS facilities, calculate and compare costs for required goods or services on the AIMS facilities to achieve maximum value for money, establish plans for future development in line with AIMS Ghana's strategic objectives, manage and lead change to ensure minimum disruption to core activities, direct, coordinate and plan essential services such as security, facilities maintenance, cleaning, waste disposal and recycling, ensure that AIMS Ghana's facilities comply with local legislation and Higher Education Council's standards and plan best allocation and utilization of space and resources for new buildings, or re-organizing of current premises.

As the ideal candidate, you will use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement, develop and Implement Centre Business Continuity Plan, Standards Operating Procedures and Contingency Plans for AIMS, conduct thorough assessment and develop designs, plans and Bills of Quantities to improve existing and/or new infrastructures/facilities, participate to the establishment of new Centre infrastructures and facilities that meet national requirements, regulations and standards and ensure cleanliness and proper management of building and beddings.

This is a 2-year full-time opportunity based at AIMS Ghana Centre in Accra.

African Institute for Mathematical Sciences Ghana (AIMS Ghana)

- 1 Shoppers Street, Manet Spintex – Accra
- GPS: GK-0647-1372 • P. O. Box LG DTD 20046, Legon, Accra • Tel: 036-219-6616
- E-Mail: info@aims.edu.gh • Web: www.aims.edu.gh



AIMS

African Institute for
Mathematical Sciences
GHANA

Do you have what we need?

- Higher National Diploma/Bachelor's degree, preferably in facilities management, building management, construction, surveying, business studies, engineering, property management or similar
- 5-7 years of relevant work experience
- Hands-on experience on fixing building issues (electricity, plumbing, security, etc.)
- Experience handling highly confidential information in a professional manner
- Exceptional interpersonal skills with an ability to remain calm in crisis moments
- Proven ability to progressively probe, analyse and identify root causes of problems; provide practical solutions, and negotiate resolutions
- Exceptional interpersonal skills with an ability to build and manage a variety of internal and external relationships
- Strong project management skills and ability to perform analyses, create timelines and task lists to meet deadlines, paying close attention to details
- Knowledge of building, safety and fire codes, as well as the ability to interpret blueprints and schematics
- Knowledge of energy or building management systems and/or work order systems
- Functionally Bilingual (English-French)
- Working knowledge of Microsoft Office Suite, including Excel, PowerPoint and Word and Internet applications (Skype, Google Apps, etc.)
- Experience of facility maintenance in an institutional setting preferable
- Self-directed with excellent organisational skills, attention to detail and an ability to meet deadlines
- Articulate communication skills, both verbal and written, to influence and facilitate
- Flexible to adapt to an evolving environment
- Experience working with an international NGO, an asset

Are you ready to be a part of the transformation?

Click [here to apply](#). Applications will be accepted until November 25, 2025.

AIMS is an equal opportunity employer. Should you not receive feedback from AIMS Ghana within five weeks of the deadline, kindly accept that your application will not be further pursued. AIMS reserves the right not to make an appointment at its sole discretion.

African Institute for Mathematical Sciences Ghana (AIMS Ghana)

- 1 Shoppers Street, Manet Spintex, Accra
- GPS: GK-0647-1372 • P. O. Box LG DTD 20046, Legon, Accra • Tel: 036-219-6616
- E-Mail: info@aims.edu.gh • Web: www.aims.edu.gh