



# AIMS

African Institute for  
Mathematical Sciences  
**NEXT EINSTEIN INITIATIVE**

The Secretariat  
District Gasabo, Secteur Kacyiru  
Cellule Kamatamu Rue KG590 ST  
Kigali, Rwanda

## **We are transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!**

The African Institute for Mathematical Sciences (AIMS, [www.nexteinstein.org](http://www.nexteinstein.org)) is a pan-African network of centres of excellence for postgraduate training, research and outreach in mathematical sciences. 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, Tanzania and Rwanda. The goal of the AIMS Next Einstein Initiative (AIMS-NEI) is to build a pan-African network of 15 centres of excellence across the continent by 2023.

Each AIMS Centre provides an intensive and broad education to over 50 African students each year and prepares them for leadership careers in academia, governance and industry. The AIMS educational 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...

### **Facilities & Logistics Manager – AIMS Senegal**

As a member of the Senior Management Team, the Facilities & Logistics Manager is responsible for the good maintenance of all institute buildings, equipment, local travel planning, renovation and construction work. Additionally, this position plays a key role in setting the culture of the institute through close interaction with students, visitors and staff, ensuring that all work together in the AIMS spirit.

The key role of the Facilities and Logistics Manager is to ensure that all facilities and logistics functions 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 staffs depend upon this core function.

You will be relied on as a key source of guidance and counsel to ensure transparent and consistent practices are in place to facilitate the goals and objectives of AIMS-NEI while you advocate for and be a trusted confidant to staff, students and visiting lecturers alike.

This is a full-time opportunity and will be based from Mbour, Senegal.

### **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

• Email: [info@nexteinstein.org](mailto:info@nexteinstein.org) • [www.nexteinstein.org](http://www.nexteinstein.org)  
South Africa | Senegal | Ghana | Cameroon | Tanzania | Rwanda |  
United Kingdom | Canada | Germany | Scandinavia



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- Exceptional interpersonal skills with an ability to remain calm in crisis moments
- Proven ability to progressively probe, analyse and identify root causes of problem; 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 blue prints and schematics
- Knowledge of energy or building management systems and/or work order systems
- Functionally Bilingual (English-French)
- Basic 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

Submit your letter of motivation, including salary expectations together with a detailed CV in English to: [careers@nexteinstein.org](mailto:careers@nexteinstein.org) (i.e. quote “Facilities & Logistics Manager SEN” in the subject line). **Applications will be accepted until May 11, 2018.**

Should no feedback be received from AIMS-NEI within four 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-NEI is an equal opportunity employer.