



# AIMS

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

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

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

Established in 2003 in Cape Town, South Africa, the African Institute for Mathematical Sciences (AIMS) is a Pan-African network of centres of excellence offering postgraduate training, research, and public engagement for the advancement of Science, Technology, Engineering and Mathematics (STEM) in Africa. Building on the success of its first Centre in South Africa, AIMS launched the Next Einstein Initiative (NEI) in 2008 to scale up and roll out the AIMS model across the continent. Five additional centres were established in Senegal (2011), Ghana (2012), Cameroon (2013), Tanzania (2014), and Rwanda (2016). Its global secretariat is situated in Kigali, Rwanda and it has global offices in United Kingdom, Germany and Canada.

AIMS vision is to lead the transformation of Africa through innovative scientific training, technical advances and breakthrough discoveries which benefit the whole of society and 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.

Collectively, AIMS centres provide an intensive and broad education to over 275 African students each year and prepares them for leadership careers in academia, government 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 Manager!**

Reporting to the Chief Operating Officer, the AIMS Rwanda Centre Facilities Manager will primarily be responsible for making sure that buildings, properties and their services meet the needs of the people that work or live in them. S/He is accountable for services such as cleaning, security and parking, to make sure the surrounding environment is in a suitable condition to work.

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 Rwanda'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 Rwanda'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 full-time opportunity based at AIMS Rwanda Centre in Kigali.

• 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



# AIMS

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

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

## Do you have what we need?

- Masters' Degree in Civil Engineering/Building services engineering/Construction
- 5+ years of experience in building management, facilities management and construction activities
- Hands-on experience on fixing building issues (electricity, plumbing, security, etc.)
- Ability and desire to work effectively in a fast-paced, team environment.
- Bi-lingual (English/Kinyarwanda). Must be able to speak and write Kinyarwanda
- Knowledge of French is an asset
- Effective team player: Meet deadlines, put out fires, multitask. Work fast and work well with others
- Experience handling highly confidential information in a professional manner
- ability to multitask and prioritize your workload
- Clear and concise writing skills and the ability to handle long and complex documents
- Strong IT skills
- Practical, flexible and innovative approach to work
- Be prepared to work outside of normal working hours due to the geographic spread of the Network and the need to be flexible and responsive to the media environment.

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

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 Manager" in the subject line). **Applications will be accepted until April 30, 2019.**

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.