



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

We are 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 Rwanda.

Each AIMS Centre provides expertly tailored academic and non-academic programs, training around 50 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:

Job Profile

Job Title:	Student Development & Co-operative Manager (SDCM)
Reports to:	Academic Director, AIMS-CAMEROON
Direct Reports:	None
Status:	Full Time – 2 years Renewable Contract
Duty Station:	Limbe, Cameroon

Overview

Under the supervision of the Academic Director and in collaboration with the AIMS Industry Initiative team, the SDCM will be a key point of contact for the students at the Centre as they prepare for their future lives and careers. The SDCM will be a source of support and encouragement and provide the advice and counsel needed to guide students' personal and professional development and career choices. The SDCM will coordinate curricula and extra-curricular programs which complement and enhance the core mathematical sciences focus of the Centre.

As the SDCM, and under the direction of the Academic Director, you will develop, coordinate and be responsible for programs to promote the personal and professional development of AIMS students. You will organise these programs and play leading roles in their delivery. Key deliverables will be to build the necessary knowledge, skills and experience to prepare students to plan and organise their own future lives and livelihoods; to practically contribute to employers' needs and expectations; and to play leading roles in the social and economic development of Africa.



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RESPONSIBILITIES:

Responsibilities

1. Program Development & Delivery

- Professional Development Skills: delivering training and building experience in the areas of communication, presentations, team working and building, leadership; facilitating and preparing students for external qualifications such as GMAT/GED and English language qualifications (with AIMS Centre English teacher).
- Career Opportunities and Applying for Jobs: creating and maintaining an online directory of post-graduation opportunities (academic and non-academic); organizing workplace visits to show possibilities and opportunities; guiding students' applications for positions, including CV/Resume writing and interview preparation.
- Internships: seeking, negotiating and maintaining post-graduation internship opportunities with a range of public and private companies, agencies and institutions in commercial, research, developmental and educational sectors.
- Post-AIMS Bursaries: presenting the post-AIMS bursary scheme to AIMS students and assisting them with applications.
- Alumni Tracking: maintaining an annual data base of all student profiles with their post-AIMS aspirations to ensure adequate and relevant support and compare this to post-graduate outcomes; maintaining links with AIMS Cameroon alumni, and other AIMS alumni;
- Enterprise & Entrepreneurship: coordinating a program of activities to promote students' understanding of enterprise ("generating ideas and making them happen") in a range of contexts including commercial and social entrepreneurship; delivering elements of these programs and recruiting complementary trainers.
- Giving Back: developing and coordinating a program of high-quality, effective student volunteering and public engagement activities and ensuring that all students participate in such activities; encouraging student engagement with regional schools and communities.
- Understanding Africa: developing students' understanding of Africa and its relationships with the rest of the world from a wide range of historical, cultural, social, economic and developmental perspectives; encouraging students to reflect on their possible roles in Africa's future.
- Ethics, Equity and Citizenship: raising students' awareness of current ethical and equity issues in Africa; encouraging students to reflect on these, and on how they might contribute to the development of a fairer and more inclusive society.



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2. Skills Reinforcement in Scientific Computing and Communication (English Language)

- Ensure that all the students have a very good mastery of scientific computing (all the necessary software: Sage, Python, Scipy, Latex, etc.) and communication and that they are able to solve daily life problems by means of scientific computing, prerequisite for their successful integration in the industry.

3. Stakeholder Relations

- Build, nurture and sustain collaborative relationships with internal and external contacts including:
 - Centre colleagues
 - AIMS Industry Initiative peers
 - AIMS Research Manager
 - Industry colleagues
 - Current and prospective government, community and corporate partners
- Interact with the AIMS Network team of Student Development Officers to share lessons learned, best practices, and leverage learning and teaching resources

Competencies & Other Requirements

- Master's degree or higher qualification in a relevant field e.g. Human Resources, Marketing, Business, or Mathematical Sciences.
- Minimum 5 years' experience in a similar role in an international setting, with a particular expertise with African academia
- Bilingual in English and French
- Superb relationship management skills to network and build and nurture fruitful partnerships and to effectively interact with diverse students, staff, and the public
- Self-driven with the ability to work independently
- Strong communications skills with a demonstrated ability to write and present orally
- Teaching experience at university level is a desired asset
- Demonstrate evidence of integrity and ethical behaviour
- Genuine passion to heighten the development of mathematical sciences in region of duty station
- Proficiency with Microsoft Office Suite, including Excel, PowerPoint, Word, Outlook, and Internet applications (Microsoft Apps, Google Apps)

Working Conditions

- Based at the AIMS Centre of Excellence – Limbe, Cameroon
- Travel within and out of Africa, including possible extended out-of-station stays of up to 8 weeks
- Available to respond to student and/or organizational demands outside of normal business hours

Are You Ready to be Part of the Transformation of Mathematics Education in Cameroon?



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Submit your letter of motivation, including salary expectations together with a detailed CV to: careers@aims-cameroon.org (Please quote **“Student Development and Co-op Manager, AIMS-Cameroon”** in the subject line). Applications will be accepted until **February 10, 2022**.

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

AIMS-NEI is an equal opportunity employer. Visit www.nexteinstein.org to learn more about AIMS.