



AIMS-CAMEROON HIRING

JOB PROFILE: Student Development and Co-operative Education Manager, AIMS-Cameroon Center, Limbe - Cameroon

The African Institute for Mathematical Sciences seeks to hire a Student Development and Co-operative Education Manager (SDCM) who will work closely with the Academic Director and the AIMS-Cameroon Industry Initiative Team to develop and coordinate programs to promote the personal and professional development of AIMS students. The SDCM will coordinate curricula and extracurricular programs that complement and enhance the core mathematical sciences focus of the center and assist the academic director administratively.

Job Profile

Job Title:	Student Development & Co-operative education Manager (SDCM)
Reports to:	Academic Director
Status:	Full Time, Contract
Duty Station:	Limbe, Cameroon

Overview

Under the supervision of the Academic Director, the SDCM will be a key point of contact for the students at the Center 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-curricula programs that complement and enhance the core mathematical sciences focus of the Center. The SDCM will assist the Academic Director in his administrative duties.



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 organize these programs and play a leading role in their delivery. Key deliverables will be to build the necessary knowledge, skills, and experience to prepare students to plan and organize 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.

Responsibilities

1. Program Development and Delivery

- Professional Development Skills: delivering training and building experience in the areas of communication, presentations, teamwork and building, and leadership; facilitating and preparing students for external qualifications such as GMAT/GED and English language qualifications (with an AIMS Center 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 the 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 and 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.

1. 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 and 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 in African academia
- Bilingual in English and French
- Superb relationship management skills to network, 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 communication skills with a demonstrated ability to write and present orally
- Teaching experience at the university level is a desired asset.
- Demonstrate evidence of integrity and ethical behavior.
- Genuine passion to heighten the development of mathematical sciences in the 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 in Limbe, Cameroon
- Travel within and out of Africa, including possible extended out-of-station stays of up to 8 weeks

Tel: (+237) 233 33 33 63, Email: info@aims-cameroon.org, Web: www.aims-cameroon.org

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AIMS | African Institute for
Mathematical Science
CAMEROON

AIMS – Cameroon
Limbe, Crystal Gardens, South-West Region
P.O. Box 608 Limbe, Cameroon

- 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?

Submit your letter of motivation, including your desired salary, 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 **November 12, 2023**.

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

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