



The African Institute for Mathematical Sciences (AIMS) - Cameroon seeks to hire a Program and Partnership Manager

Job Profile

Title:	Program and Partnership Manager, AIMS-Cameroon
Reports to:	Chief Operating Officer (COO), AIMS - Cameroon
Direct Reports:	To the Centre President
Status:	2-year Full-Time contract
Duty Station:	Cameroon

Overview

The Program and Partnership Manager at AIMS Cameroon Centre will oversee all programs (including MCF Scholars and gender initiatives), manage donor relations, and assist with fundraising to support the Centre's growth. He/she reports to the COO with a direct report to the Centre President.

Responsibilities

1. Program Management:

- **Manages program cycle:** Supports design, planning, budgeting, implementation, and reporting for the centre's program.
- **Ensures financial health:** Secures adequate funding, manages program budget, and ensures compliance.
- **Coordinates activities:** Oversees program implementation at the centre, achieving objectives and desired results.
- **Provides program insights:** Prepares timely technical and donor reports, capturing progress, challenges, and best practices.
- **Leads gender initiatives:** Serves as the Gender Focal Point, championing the centre's gender agenda.
- **Coordinates specific programs:** Oversees planning, implementation, and reporting for MCF Scholar and other programs.

2. Program Finance: Under the supervision of the COO



- **Supports proposal development:** Assists with bids, Funding Proposal design, cost estimates, and budgeting.
- **Ensures donor compliance:** Manages audits and ensures program deliverables are met.
- **Provides data-driven insights:** Conducts research, analyzes data, and monitors trends to support project objectives, funding, and risk management

3. Program Monitoring, Evaluation and Learning

- **Manages program M&E:** Develops & monitors performance frameworks, and data collection tools, and facilitates stakeholder learning through lessons learned and best practices.
- **Leads external evaluations:** Serves as the focal point for external program evaluations and liaises with consultants (coordinating with COO).

4. Support for the fundraising activities:

- **Manages Partner Engagement:** Develops a system for outreach, identifies & attracts partners, organizes events, collaborates with leadership, represents AIMS-Cameroon, and prepares reports

5. Other

- Perform other duties as assigned by the Line Manager or the Management Team

Competencies & Other Requirements

- Master's degree in international development, project management or related social sciences or education.
- Demonstrated fundraising successes;
- Minimum of 5 years professional experience in managing projects with clear partnership program and budget management experience including management of day-to-day implementation of program activities.
- High degree of comfort in Results Based Management, M&E and reporting.
- Experience and understanding of the impact evaluation requirements for working with international donors.
- Excellent facilitation and communication skills in English and French, both oral and written.
- Strong interpersonal skills and the ability to effectively work in multicultural teams and interact effectively with multi-cultural, inter-generational, inter-racial students -, staff and the public.



AIMS

African Institute for
Mathematical Sciences
CAMEROON

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

- An understanding of gender equity and equality.
- Good understanding and/or experience in the area of education and development in Africa, with a strong focus on Science, Technology, Engineering and Maths (STEM) education
- Entrepreneurial, self-starter who enjoys a dynamic work environment.
- Proficiency using Microsoft Office Suite, including Excel, PowerPoint, Word and Internet applications (Zoom, Google Meet, Gmail, etc.).

Working Conditions

- **Work environment:** Office-based at AIMS Cameroon Centre, Limbe with travel to the field
- Be prepared to work outside of normal working hours due to the geographic spread of the Centre Programs and the 24/7 learning environment offered as an academic institution.
- **Are you ready to be a part of the transformation of mathematical science education in Cameroon?**

Submit your letter of motivation, including salary expectations together with a detailed CV to: careers@aims-cameroon.org (Please quote “**Program Partnership Manager, AIMS-CAM**” in the subject line and within the motivation letter, mention if you are interested in the job location in, Limbe). Applications will be accepted until **May 20, 2024.**

- 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.