



AIMS

African Institute for
Mathematical Sciences
CAMEROON

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

Job Title

IT, Digital Learning & Systems Transformation Officer

Organization: The African Institute for Mathematical Sciences (AIMS) - Cameroon

Reporting To: IT Manager and Academic Director

Collaborates Closely With: Chief Operating Officer and AIMS Global Network Chief Academic Officer

About AIMS Cameroon

AIMS Cameroon is part of the AIMS Global Network, committed to transforming mathematical science education across Africa. As part of its digital transformation strategy, AIMS has implemented the Moodle Learning Management System (LMS) and is expanding its digital learning and IT ecosystem. This role is central to shaping the institute's digital future, bridging academic needs with technology solutions.

Role Overview

The IT, Digital Learning & Systems Transformation Officer is a senior IT professional responsible for leading and evolving AIMS Cameroon's digital learning platforms, IT systems, and technology-enabled academic operations. This position combines:

- Technical leadership
- Moodle LMS ownership and enhancement
- Software design and development
- Systems administration and network management

The role emphasizes scalability, security, user experience, and innovation in teaching and learning, ensuring that digital solutions support both academic excellence and operational efficiency.

Key Responsibilities

1. Digital Learning Platforms & Moodle LMS Leadership

- Administer, configure, customize, and optimize Moodle LMS and other learning platforms.
- Own the LMS roadmap: features, plugins, integrations, and user experience enhancements.
- Design custom Moodle themes, workflows, and extensions aligned with institutional branding and pedagogy.
- Manage course setup, user enrollment, roles, permissions, and access control.
- Ensure platform reliability through updates, backups, monitoring, and security hardening.



- Undertake AIMS Global Network online training (in partnership with Arizona State University) to enhance expertise in online pedagogy and instructional design.
- Advise lecturers on digital pedagogy, assessment tools, and analytics.
- Develop LMS documentation, training materials, and guides.
- Analyze learning analytics to support academic quality and improvement.

2. Software Design, Development & Systems Integration

- Develop and maintain custom software supporting academic and operational workflows.
- Lead web application development (front-end and back-end; e.g., PHP, Python, JavaScript).
- Architect system integrations between Moodle, student information systems, authentication services, websites, and third-party platforms.
- Apply best practices in version control, testing, documentation, and deployment.
- Support institutional websites and digital platforms (CMS or static site generators like Hugo).
- Contribute to technology architecture decisions ensuring scalability, maintainability, and security.

3. IT Systems, Infrastructure & Network Management

- Design, implement, and maintain IT systems, network infrastructure, and security.
- Configure and manage switches, routers, Wi-Fi, VPNs, firewalls, and access control systems.
- Administer Linux servers, virtual machines, cloud services, and on-premise systems.
- Oversee desktops, laptops, software platforms, databases, AV systems, IP cameras, and phone systems.
- Ensure seamless integration between network, AV, and digital learning platforms for reliable performance.
- Implement monitoring, patching, backups, and disaster recovery procedures.
- Troubleshoot complex hardware, software, and network issues.

4. Academic, Operational & User IT Support

- Provide advanced IT support for students, lecturers, tutors, researchers, and visiting staff.
- Support hybrid classes, workshops, and academic events, including AV, recording, streaming, and camera setups.
- Lead recording, editing, publishing, and management of digital learning content.
- Prepare IT and digital learning reports for academic leadership.
- Facilitate onboarding and training for new systems and platforms.
- Serve as a trusted technology advisor for academic and operational teams.



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5. IT Governance, Administration & Resource Management

- Support IT strategy execution, governance, and service improvement.
- Maintain inventories of hardware, software licenses, digital assets, and network devices.
- Develop and enforce IT policies, procedures, standards, and best practices.
- Assist in procurement planning, vendor management, and budget optimization.
- Maintain documentation, compliance records, and support IT risk management.

6. Innovation, Learning & Continuous Improvement

- Contribute to digital transformation initiatives across the AIMS Global Network.
- Research and propose innovative edtech, AI, automation, analytics, and collaboration tools.
- Mentor junior staff and share technical knowledge.
- Continuously update skills through professional development and applied learning.
- Champion a culture of innovation, reliability, and user-centered design.

Required Profile

Education:

- Master's degree in Computer Science, IT, Software Engineering, or related field.

Technical Skills & Experience (Intermediate to Advanced):

- Proven experience administering and customizing Moodle LMS (or similar).
- Software design and web application development expertise (PHP, HTML/CSS, JavaScript; modern frameworks a plus).
- Linux server, virtualization, and cloud infrastructure experience.
- Network design, configuration, and administration (switches, routers, Wi-Fi, VPNs, firewalls, access control).
- Experience with IP cameras, AV systems, and hybrid class streaming setups.
- Knowledge of databases, APIs, and system integration.
- Version control (e.g., Git) and deployment workflow experience.
- Familiarity with CMS or static site generators (e.g., Hugo).
- Strong IT security, data protection, and system reliability knowledge.
- Experience with digital media tools and learning content production (advantage).

Personal Qualities:

- Strategic thinker and problem solver.
- Ability to work independently and lead end-to-end technical initiatives.
- Strong communication skills with non-technical stakeholders.
- High reliability, initiative, and attention to detail.



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- Passion for education, technology, and digital innovation.
- Willingness to learn and adapt to new technologies.

How to Apply

Submit a **letter of motivation**, including **salary expectations**, and a **detailed CV** to:
careers@aims-cameroon.org

Please quote: "IT-Moodle-DT Officer, AIMS-CAM" in the email subject.
In your motivation letter, indicate if you are interested in the **Limbe location**.

Application Deadline: **March 30, 2026**.

If no response is received within four weeks, consider your application unsuccessful.
AIMS-Cameroon reserves the right not to make an appointment at its discretion.