



AIMS

African Institute for
Mathematical Sciences
SCHOOLS ENRICHMENT CENTRE

6 Melrose Road, Muizenberg
Cape Town 7945, South Africa
T: +27 (0)878213414
Email: info@aimssec.ac.za
<https://aimssec.ac.za>

Advertisement for an Academic Manager at AIMSSEC

The African Institute for Mathematical Sciences Schools Enrichment Centre (AIMSSEC), in Muizenberg, Cape Town, invites applications from suitably qualified and experienced candidates for the position of an **Academic Manager**. This is a full-time, two - year contract, with a possibility of extension, depending on performance and availability of outside funding.

About AIMSSEC:

Since its inception in 2003 AIMSSEC's focus has been on teacher professional development, running a variety of blended-learning courses for in-service mathematics teachers and teacher trainers concentrating on deepening Technological-Pedagogical-Content Knowledge (TPACK) and introducing effective teaching strategies suitable for the 21st century. AIMSSEC is building capacity to meet the urgent need for upgrading of teachers' subject, pedagogical and educational technology knowledge and skills, and the pressing demand from teachers for professional development. Many teachers with no mathematical qualifications are required to teach mathematics. These teachers must be trained and upskilled to become proficient mathematics teachers in order to give young learners in South Africa their entitlement to a good mathematical education. Teachers everywhere require lifelong learning to keep up-to-date with content knowledge, teaching techniques and the changing demands of the world of work. AIMSSEC offers Mathematics Subject Leader Training courses through distance learning to empower teachers who, in turn, will train other teachers.

Line of Duty: The Academic Manager reports directly to The Director of AIMS South Africa.

Duties:

The incumbent is expected to perform duties which draw on a combination of the following Key Performance Areas (KPA's) and responsibilities depending on the operational needs of AIMSSEC:

KPA1: Strategic Leadership

Provide strategic leadership, management and planning for AIMSSEC through:

- 1.1 Establishing and developing partnerships with local and international universities, professional organizations and NGOs.
- 1.2 Establishing and developing partnerships with national and provincial education departments and districts.
- 1.3 Obtaining course accreditation and SACE-endorsement for professional development courses offered.
- 1.4 Public engagement including talks and presentations at events for the general public.

KPA 2: Building the Organizational Profile



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- 2.1 Liaising with, leading and managing an international team of mathematics education specialists who work for AIMSSEC as unpaid volunteers.
- 2.2 Attending and presenting at relevant educational conferences.
- 2.3 Providing general support and mentoring for teachers and teacher trainers, including alumni who work with AIMSSEC and also work in senior roles in the education system.
- 2.4 Writing both promotional, and teaching material for online publication, for example on the Aiming High Teacher network <https://aiminghigh.aimssec.ac.za/home/> and App <https://aimssec.app/>

KPA 3: Academic work: Plan, develop and deliver professional development courses for teachers

- 3.1 Project conceptualisation, development and management.
- 3.2 Convening and teaching courses and workshops.
- 3.3 Innovating and co-ordinating the development of course materials.
- 3.4 Quality assurance of course materials.
- 3.5 Setting, marking and moderation of examinations, tests and assignments.

KPA 4: Research and development

- 4.1 Initiating and leading research linked to project and organisational activities and collaborating with national and international research groups.
- 4.2 Proactively seeking research opportunities aligned with the core business of AIMSSEC.
- 4.3 Monitoring and evaluation of programmes.

KPA 5: Fundraising and Financial Management

- 5.1 Obtaining core funding for operational expenses and funding for bursaries for tuition.
- 5.2 Fundraising (including stewardship), communications and advocacy for mathematics pedagogy and learning improvement.
- 5.3 Liaise and engage with key stakeholders, donors, clients and writing reports.
- 5.4 Financial Management and oversight of mathematics projects and operations.
- 5.5 Developing and managing project budgets including budget control.



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KPA 6: Administration

6.1 Leading and managing the AIMSSSEC team comprising mathematics education specialists and administration staff, including human resource management.

6.2 Oversee recruitment of students and student records.

6.3 Oversee data security.

Requirements:

Applicants must provide evidence of the following. Claims by applicants that they can meet the requirements are not sufficient.

- We seek a person with high level knowledge of the education system in South Africa with a focus on mathematics content and pedagogy across the school system (primary and secondary), with strong knowledge of policy and mathematics curriculum at national and provincial levels.
- At least four years relevant experience in mathematics teaching in schools including two years in some leadership and management capacity.
- At least four years relevant experience of teaching on professional development courses for mathematics teachers and in supporting the teaching of mathematics in schools.
- Knowledge, understanding and experience of financial and management systems.
- Excellent interpersonal and relational competencies.
- High level of professional engagement in teacher education and curriculum development.
- Strong project management skills including organisational, time management and co-ordination skills with the ability to multi-task, work under pressure and adhere to deadlines.
- High level of computer proficiency as appropriate to school mathematics.
- Excellent writing and oral communication skills.
- Flexibility and willingness to work after hours and on weekends when necessary.
- Willingness to travel.
- A valid unendorsed South African driver's license and own transport.

Advantageous:

- Experience of working in the Higher Education environment in South Africa.
- Experience of conducting research in mathematics education.
- Publication of mathematics education research papers and articles in journals for school teachers and recognition in the international mathematics education field.
- Proficiency in information communication systems.
- Proficiency in additional languages such as isiZulu, and/ isiXhosa, and / or Afrikaans.
- Enthusiasm to work in a culturally diverse organisation.
- Has done voluntary work (in any capacity).

Non-South African citizens must have (or obtain) a valid South African work permit or be a permanent resident.

Commencement of duties: 1 October 2023 (or earlier)

Closing date for applications: 29 May 2023



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Enquiries: Dr Barrie Barnard, AIMSSEC Academic Manager, tel. +27 (0)878213414 or barrie@aims.ac.za

For more information on AIMSSEC and AIMS, please visit <https://aimssec.ac.za> and <https://www.aims.ac.za>

Prospective candidates must submit the following:

- a detailed CV, together with;
- the names of at least three referees. These referees may be contacted directly by the selection committee at any stage of the selection process, and
- a covering letter motivating their application;
- include in the covering letter the following declarations (to be completed by all applicants):

Are there any circumstances relevant to your application of which you should make the selection committee aware of? (if so, particulars are required).	Yes	No
	If yes, then please attach a separate page	
Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal) charges? (if so, particulars are required).	Yes	No
	If yes, then please attach a separate page	
Have you been found guilty of professional misconduct or a crime? (if so, particulars are required).	Yes	No
	If yes, then please attach a separate page	

- Send applications to:
The Academic Manager,
AIMSSEC,
6 Melrose Road, Muizenberg,
7945,
or electronically to: vacancies@aimssec.ac.za **Submit as one PDF file.**

Only shortlisted candidates will be contacted for interviews.

An application which does not comply with the above requirements will be regarded as incomplete. AIMS South Africa reserves the right not to make an appointment, to re-advertise or to extend the deadline for applications.

AIMS will consider all applications in terms of its Employment Equity Plan, which acknowledges the need to diversify the demographic composition of the staff corps, especially with regard to the appointment of suitable candidates from the designated groups.



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