



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 Administrative Officer 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 Administrative Officer. 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 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 Manager: Academic Manager of AIMSSEC.

Duties:

An administrative officer at the African Institute for Mathematical Sciences Schools Enrichment Centre (AIMSSEC) will work on a range of projects and be responsible for **performing many key functions** within these projects.

Key Performance Areas

1. Communication and organisation

- 1.1 Handling of telephone and email enquiries.
- 1.2 Compose, type, and distribute meeting minutes, routine correspondence, and reports.
- 1.3 Distribute newsletters, promotional material, and other information.
- 1.4 Maintain online scheduling and event calendars.
- 1.5 Liaising with course attendants and lecturers for travelling and logistical arrangements. Send out invitations and attend to travel claims.



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2. General office management and support

- 2.1 Processing of purchase orders on the SU Finance System.
- 2.2 Recordkeeping and maintaining databases.
- 2.3 Preparing documentation as needed for audit purposes.
- 2.4 Stock taking and ordering of supplies for office and courses.

3. Academic support

- 3.1 Maintain data bases of applicants for each course, online and residential.
- 3.2 Disseminate from databases such information as needed by course lecturers and tutors.
- 3.3 Administrative support on residential and online training courses.

3.3.1 For **courses with a residential component** the main tasks would include the following:

- a) Adhere to budget line items.
- b) Arrange transportation to and from bus terminals or airport to the training venue or taxi service for shorter trips.
- c) Arrange flights for overseas and local facilitators.
- d) Arrange accommodation for students and staff at school hostels.
- e) Acquire stationary packs and course consumables.
- f) Oversee registration, attendance registers, final promotion marks and certification.

3.3.2 For **online courses** the main additional tasks would include the following:

- a) Distribution of mobile data to students and staff through sim control platforms, e.g. Flickswitch.
- b) Keeping attendance registers for webinars held on Saturdays or outside office hours.

3.4 Administrative support on public engagement and outreach projects.



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3.5 Maintaining the AIMSSEC web presence on various content management systems of social media.

Requirements:

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

- At least four years relevant experience as administrative officer.
- Excellent interpersonal and relational competencies.
- High level of computer proficiency as appropriate to office management.
- Excellent writing and oral communication skills.
- Flexibility and willingness to work after hours and on weekends when necessary.
- Willingness to travel when courses are presented elsewhere.
- A valid unendorsed South African driver's license and own transport.

Advantageous:

- 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.

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

Commencement of duties: 1 August 2023 (or earlier)

Closing date for applications: 19 June 2023

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 the 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.
