

## Vacancy: Administrative Officer

The African Institute for Mathematical Sciences (South Africa) is a residential graduate mathematics institute in Muizenberg. We have around 90 taught Master's students, as well as research-based Master's and PhD students. Our research centre hosts postdoctoral fellows and other research staff. Our students are drawn from across Africa. AIMS relies on the support of visiting international lecturers, who usually stay on site with our students.

AIMS was founded in Cape Town in 2003 as a collaborative partnership between the University of Cape Town, Stellenbosch University and the University of the Western Cape to offer tailored graduate-level educational programmes, conduct cutting-edge research and to share mathematics with the wider community. AIMS is now a pan-African network of centres of excellence for postgraduate training, research and educational public outreach in mathematical sciences. Four additional AIMS centres have been established in Senegal (2011), Ghana (2012), Cameroon (2013) and Rwanda (2016). To date, the AIMS network has graduated more than 3000 alumni from 42 African countries through its structured Master's program.

As a place to work, AIMS offers a dynamic, international environment. We are a tight-knit community. Staff can share lunch with lecturers and students. Some of our staff have been part of the "AIMS family" since the institute was founded as a fledgling initiative in 2003!

### Administrative Officer

AIMS South Africa is seeking an Administrative Officer to help us with the day to day running of AIMS. We are looking for someone:

- who has proven experience in organising and tracking processes, especially monitoring and evaluation processes;
- who has a fine eye for detail;
- who enjoys the art of writing clearly and with good style;
- who enjoys internal and external communications;
- who enjoys working with students;
- who is a problem solver.

### Responsibilities

The responsibilities of the role include:

- tracking and monitoring grant compliance for the institutional Government and Charitable grants that AIMS receives;
- managing the regular formal reports to Government and Charitable organisations who support AIMS;
- liaising with Government and Charitable organisations, e.g. attending meetings, taking minutes and

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#### AIMS South Africa Council

Mike Giles (University of Oxford), Ulrich Paquet (AIMS), David Holgate (Chair, University of the Western Cape), Thandi Mgwabi (Nelson Mandela Metropolitan University), Daya Reddy (University of Cape Town), Neil Turok (University of Edinburgh), Louise Warnich (Stellenbosch University), Grae Worster (University of Cambridge)

following up on action items;

- fulfilling the role of designated authority (DA) for the National Research Foundation, i.e. approving applications and student nominations and approving progress reports on behalf of AIMS.

AIMS South Africa has two layers of governance, *The AIMS Trust* has a board of **Trustees**, and then functionally, AIMS South Africa's operations are overseen by a **Council** that is made up of representatives from the University of Cape Town, Stellenbosch University and the University of the Western Cape, as well the Universities of Cambridge, Oxford and Paris-Sud (now Université Paris-Saclay). Responsibilities for the role of Administrative Officer also include:

- managing secretarial functions for The AIMS Trust and Council: arranging meetings, taking minutes of the meetings, being the point of correspondence for the Trustees and Council, being responsible for registration and deregistration of trustees as the Trust changes, and taking care of or delegating legal matters when they arise.

Lastly, AIMS South Africa is expanding to up to 90 full-time taught Master's students, due to a new AI for Science focus under our Master's in Mathematical Sciences degree. This is an increase of more than 50% in our taught Master's student numbers. Responsibilities include:

- compiling the course overviews and abstracts;
- assisting with administration of exam processes;
- supporting the student admission processes, including review of applications, and supporting students during visa applications;
- assisting with the registration and onboarding students at the University of Cape Town, Stellenbosch University and the University of the Western Cape;
- assisting with the student stipend payments;
- being a second-on-call "front of house" person;
- assisting with administration and logistics of workshops and events.

## Application process

Prospective candidates must submit the following documents as two PDF files to [vacancies@aims.ac.za](mailto:vacancies@aims.ac.za):

- a detailed CV;
- a cover letter motivating the application.

The closing date for applications is **1 October 2023**.

Only shortlisted candidates will be contacted for interviews during October.

We hope to fill the role by 1 November 2023, or as soon as possible thereafter.

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