

**AIMS****African Institute for  
Mathematical Sciences  
SOUTH AFRICA**

6 Melrose Road, Muizenberg  
Cape Town 7945, South Africa  
Email: info@aims.ac.za Web: www.aims.ac.za

## Vacancy: Chief Operating Officer

The African Institute for Mathematical Sciences (South Africa) is a residential graduate mathematics institute in Muizenberg. We teach around 90 structured Master's students each year, as well as research-based Master's and PhD students in the exciting areas of Artificial Intelligence and the broader mathematical sciences. Our research centre hosts postdoctoral fellows and other research staff. Our students are drawn from across Africa. AIMS is unique in that the courses are taught by international lecturers, who are leaders in their field, and who stay on site with our students in an immersive teaching experience for 3-4 weeks at a time.

We are searching for a right-hand person for our Executive Director (who is an international expert in Artificial Intelligence). We are searching for a versatile chief operating officer (COO) with strong leadership skills and experience in change management. Ideally, the COO should have experience in the growth phase of early-stage startups and be comfortable with laying foundational organisational infrastructure.

The COO will provide leadership for the financial and administrative operations of AIMS, supporting infrastructure, services, people and culture, and special initiatives that support AIMS's research growth. A primary focus will be on optimising internal processes, improving efficiency and ensuring the organisation's operations align with AIMS strategic goals. The COO will play a key role in helping to implement AIMS's vision, strategic goals, objectives and values, and will play a critical role in translating the Executive Director's vision into actionable plans and ensuring the smooth execution of those plans across the departments of AIMS.

The ideal candidate should be passionate about driving operational excellence, and have a strong financial and project management background.

### Objectives of this role

- Work with AIMS's Executive Director in the leadership, management and effective operation of AIMS to facilitate the achievement of AIMS strategic short and long-term goals.
- Ensure that effective operational controls, streamlined workflows, reporting procedures, systems, and resources are in place to improve the operational efficiencies, effectiveness and strategic position of AIMS.
- Drive transformational change and build productive partnerships, both internally and externally.
- Lead AIMS's day-to-day operations, especially across the departments of financial operations, people and culture (human resources), facility management and other key corporate functions.

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#### AIMS South Africa Council

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

- Be responsible for managing resources effectively, including budget allocation and financial planning, staffing and performance management, and resource allocation, to ensure that AIMS operates efficiently and cost-effectively.

## Application process

Prospective candidates must submit the following documents as 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 31 May 2024.

Only shortlisted candidates will be contacted for interviews.

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