Research and Academic Program Manager

Status: Full-time permanent
Direct report to: Academic Director
Work location: AIMS South Africa, 6 Melrose Road, Muizenberg
Start date: 1 October 2025, or as soon as possible thereafter

Summary

The African Institute for Mathematical Sciences in Cape Town is seeking a highly organized and motivated Research and Academic Program Manager. This role is crucial for the effective operation of our department, supporting both our research initiatives and academic programs. The role requires a keen interest in scientific discovery.

The ideal candidate will be a proactive problem-solver with excellent communication skills and an ability to manage multiple projects simultaneously. The Research and Academic Program Manager will support efficient administrative operations, reporting, managing complex scheduling and serve as a key liaison with internal and external stakeholders.

Key Responsibilities

- **Program Management**: Oversee the administration of departmental academic programs, including supporting the Academic Director with curriculum planning, and course and exam scheduling.
- **Research Support**: Assist the AIMS Research Centre with research program management. Coordinate research team meetings, track research milestones and publications.
- **Liaison**: Serve as a program management point of contact between research students, researchers, students, and South African and international research and academic partners.
- **Grants Support:** Assist faculty with grant applications, manage research project budgets, and ensure compliance with university and funding agency regulations.
- **Administrative Oversight**: Handle day-to-day administrative tasks, including managing course and research calendars, and coordinating meetings and reports.

Required Qualifications

- A bachelor's degree in a relevant field (e.g., mathematics, computer science, business administration, or a related discipline) or equivalent combination of education and experience.
- Proven experience in program and project management or a similar administrative role, preferably in a research environment.
- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Ability to work independently and collaboratively in a fast-paced, deadline-driven environment.

. **Applications**

To apply, please submit the following as **one PDF** to **vacancies@aims.ac.za**.

- A cover letter detailing your relevant experience and interest in the position
- Your CV, max 4 pages, and proof of qualifications
- Contact information for at least two references including a recent direct line manager

Applications will be accepted until **15 September 2025** or until the position is filled. If you do not hear from us in 4 weeks please consider your application as unsuccessful.
AIMS South Africa reserves the right not to make an appointment at its sole discretion.