



# AIMS

**African Institute for  
Mathematical Sciences  
SOUTH AFRICA**

## **Vacancy: Communications Coordinator**

**Location:** AIMS South Africa, Muizenberg

**Position Type:** Full-time

### **About AIMS South Africa**

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of Centres of Excellence for postgraduate education, research, and public engagement in the mathematical sciences. AIMS South Africa, based in Muizenberg, plays a central role in advancing this mission through postgraduate education, research, and engagement with diverse stakeholders.

Effective communication is essential to sharing the work, people, and impact of AIMS South Africa — particularly the stories emerging from its lecturers, researchers, students, alumni, and partners.

### **Position Summary**

AIMS South Africa is seeking a **Communications Coordinator** to manage and coordinate the Centre's communications and public engagement activities.

This is a **hands-on, digitally fluent, coordination-focused role** suited to a communications professional who is comfortable working independently in a small organisation. The role focuses on **sourcing, shaping, and coordinating content** from across the Centre rather than acting as the sole originator of stories.

The Communications Coordinator will work closely with academic staff, researchers, students, alumni, and management to ensure that AIMS South Africa's work, people, and impact are communicated clearly, consistently, and creatively across internal and external platforms.

The role will be the **sole communications function** at the Centre and reports to the Centre President (or a designated senior manager).

### **Key Responsibilities**

#### **Communications Coordination & Planning**

- Coordinate and implement AIMS South Africa's communications activities in line with institutional priorities.
- Maintain a communications and content calendar covering key programmes, events, academic milestones, and public engagement activities.
- Act as the central point of contact for communications-related requests within the Centre.
- Balance multiple inputs and deadlines while maintaining consistency and quality.

### **Content Coordination, Editing & Storytelling**

- Proactively source stories, achievements, and content from lecturers, researchers, students, alumni, and professional staff.
- Edit, refine, and adapt contributed content for different audiences and platforms while preserving the authentic voice of contributors.
- Translate complex academic or technical work into clear, accessible communication for non-specialist audiences.
- Prepare and publish content for the website, newsletters, reports, and social media platforms.

### **Digital, Visual & Platform-Based Communication**

- Manage and update AIMS South Africa's website and digital platforms, including basic content updates and layout adjustments.
- Coordinate and produce simple digital assets such as visuals, short videos, animations, or presentations where appropriate.
- Apply sound visual judgment to ensure communications are clear, engaging, and consistent with AIMS branding.
- Liaise with external designers, videographers, or developers for more complex production needs.

### **Media, Events & Public Engagement Support**

- Maintain media contact lists and assist with basic media coordination.
- Support communications for Centre events, public lectures, outreach activities, and visits.
- Coordinate the dissemination of announcements, achievements, and public-facing information.

## Internal Communications & Administration

- Coordinate internal communications, including staff updates, announcements, and newsletters.
- Maintain content archives, image libraries, and communications records.
- Track engagement metrics and prepare brief performance summaries to inform future communications.
- Handle information sensitively and maintain confidentiality at all times.

## Qualifications and Experience

### Required

- Bachelor's degree in Communications, Journalism, Marketing, Multimedia Design, or a related field **or equivalent professional experience**.
- **Minimum of 5 years' relevant professional experience** in a communications, content, digital, or coordination role.
- Strong writing, editing, and proofreading skills.
- Demonstrated experience working with digital platforms and social media.
- Basic proficiency in visual or multimedia tools (e.g. image editing, layout, video, or web content management).
- Ability to work independently, manage competing priorities, and coordinate multiple contributors.
- Confidence engaging with academics, researchers, students, and senior staff.

### Desirable

- Experience working in an academic, research, NGO, or international organisation.
- Experience editing and shaping content produced by multiple contributors.
- Familiarity with website content workflows; experience with static-site platforms (e.g. Hugo) an advantage, or willingness to learn.
- Exposure to UX, digital storytelling, or visual communication principles.
- Interest in science, education, or development-related communication.

## Term of Employment

This is a full-time, 2 year contract position, with the possibility of extension.

### **Application Process**

Interested candidates should submit the following as a single PDF to **[vacancies@aims.ac.za](mailto:vacancies@aims.ac.za)**:

- A cover letter outlining relevant experience and motivation for the role
- A CV (maximum 4 pages)
- Proof of qualifications

Applications will be accepted until 28 February 2026 or until the position is filled, whichever occurs first. If you do not hear from us within four weeks of the closing date, please consider your application unsuccessful.

AIMS South Africa is an equal opportunity employer and encourages applications from suitably qualified candidates.