



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

We're transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of centres of excellence for postgraduate training in mathematical sciences, research and public engagement in STEM. Its mission is to enable Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. The first AIMS centre opened in Cape Town, South Africa in 2003; since 2011, AIMS has opened additional centres in Senegal, Ghana, Cameroon and Rwanda.

Each AIMS Centre provides expertly tailored academic and non-academic programs, training around 50 African students each year and preparing them for leadership in the domains of academia, government and industry. The AIMS academic program relies on top international lecturers who teach in a 24-hour learning environment.

If you bring a collaborative spirit with a passion to effect change, consider this opportunity as the...

Procurement Manager!

Reporting to the Chief Operating Officer the Procurement Manager is responsible for overseeing the procurement aspects of AIMS. Under the supervision of the Chief Operating Officer, the Procurement Manager is instrumental in supporting AIMS activities through his/her services including quality control, expediting and material control, examining existing procedures and opportunities to streamline activities to limit costs and improving accuracy. S/He will conduct himself/herself both professionally and personally in such a manner as to bring credit to AIMS and not to jeopardize its mission.

As the Procurement and Logistics Manager, you will conduct source audit exercises through supplier selection, evaluation, and assessment. Prepare Consolidated Annual Procurement Plan, ensure Goods, Works and services are procured timely to facilitate Programs implementation and at the same time receiving value for money, ensure vendors follow all the tendering regulations, procedures and instructions, ensure orders are accurately drawn with the correct specification, quantity, qualities and delivery requirements, review all request and purchase orders for completeness and conformance to user requirements, maintain thorough procurement files and ensure that the procurement filing system is in place and in accordance with the Procurement filing procedures as outlined in the organization's policies and procedures and ensure effective implementation of AIMS Procurement Policies and procedures

This is a full-time, open opportunity based at the Secretariat in Kigali, Rwanda.

• Email: info@nexteinstein.org • www.nexteinstein.org
South Africa | Senegal | Ghana | Cameroon | Tanzania | Rwanda |
United Kingdom | Canada | Germany | Scandinavia



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Do you have what we need?

- Minimum Bachelor Degree in Management/Procurement/Logistics/Supply Chain Management or Business related field. MBA is preferred.
- Experience: 5 years in Procurement and Logistics,
- Excellent computer skills,
- Demonstrated ability in supervision,
- Experience in working with donor funds,
- Working knowledge of procurement services and practices is an added advantage,
- Good planning and organizational skills,
- Ability to maintain effective working relationships with all levels of staff and suppliers,
- Be prepared to work outside of normal working hours due to the geographic spread of the Centre Programs and the 24/7 learning environment offered as academic institution.
- Candidates should be curious, collaborative and self-directed,

Are you ready to be a part of the transformation?

Click [on this link to apply](#). Applications will be accepted until June 25, 2022.

Should no feedback be received from AIMS-NEI within four weeks of the deadline, kindly accept that your application will not be further pursued. AIMS-NEI reserves the right not to make an appointment at its sole discretion.

AIMS-NEI is an equal opportunity employer. Visit www.nexteinstein.org to learn more about AIMS.