



AIMS

African Institute for
Mathematical Sciences
RESEARCH & INNOVATION

JOB DESCRIPTION

Job Title: Program Manager
AIMS Centre: AIMS Research and Innovation Centre, Kigali – Rwanda
Report to: Director Programs Delivery and Reporting
Direct reports: None

About AIMS

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of Centres of Excellence for post-graduate training, research, and public engagement in mathematical sciences. The network comprises six AIMS Centres in five countries (Cameroon, Ghana, Rwanda, Senegal, and South Africa). One of these is the AIMS Research and Innovation Centre (AIMS RIC), a research-oriented Centre facilitating high-quality research by creating a world-class environment that fosters creativity and innovation.

If you are passionate about managing impactful programs and contributing to Africa's development through Science, Technology, Engineering, and Mathematics (STEM) education and research initiatives. In that case, this role offers an opportunity to lead initiatives that empower young Africans, collaborate with partners, and make a lasting contribution to STEM education and research across the continent.

Job area

Program design, implementation, monitoring and evaluation, sustainability, budgeting, reporting, stakeholder engagement, and team leadership.

Job Overview

The Program Manager will oversee the planning, implementation, and management of one or more programs at the AIMS Research and Innovation Centre (RIC) in Kigali, Rwanda. This role ensures that all objectives for the assigned programs are achieved within the specified timelines, budget, and quality standards. The Program Manager will collaborate closely with internal and external stakeholders, manage resources, and ensure the programs' successful delivery and long-term viability.

Key Responsibilities

The responsibilities of the Program Manager include:

- **Program Management and Implementation:** Manage the entire program lifecycle, including planning, budgeting, implementing, and evaluating assigned programs. Create and oversee comprehensive work plans to successfully deliver program objectives and activities. Ensure that assigned programs are delivered on time, within scope, and in compliance with financial, operational, and partner requirements. Identify and address risks, resolve issues, and maintain quality control throughout program implementation.
- **Monitoring and Evaluation:** Design and implement monitoring and evaluation frameworks to assess program progress, outcomes, and impact. Regularly track key performance indicators and report program progress to stakeholders. Analyze data and feedback to identify areas for improvement and recommend changes to enhance program delivery and impact.
- **Team Leadership and Supervision:** Lead and manage a team of program staff, including Program Coordinators, Program Associates, and Interns. Provide mentorship and guidance to team members, fostering a collaborative and productive work environment. Ensure that staff roles and responsibilities are clearly defined, and that program activities are appropriately delegated and monitored.

- **Stakeholder Engagement and Collaboration:** Act as the primary point of contact for internal and external stakeholders involved in the programs. Build strong relationships with partners, donors, government agencies, and other stakeholders to ensure their engagement and support for program activities. Represent AIMS at meetings, conferences, and other relevant forums to promote the programs and establish new partnerships.
- **Budget and Financial Management:** Develop and manage program budgets, ensuring effective resource allocation and adherence to donor guidelines and financial policies. Monitor expenditures and financial performance, preparing financial reports and updates for stakeholders. Collaborate closely with the finance team to ensure transparent and accountable financial management practices.
- **Strategic Planning and Continuous Improvement:** Contribute to developing strategic initiatives to enhance the long-term impact and sustainability of the programs. Continuously evaluate and improve program management practices, identifying innovative approaches to achieve better results. Support fundraising efforts by providing input into grant proposals and funding applications.
- **Reporting and Communication:** Generate regular progress reports and updates for internal and external stakeholders, highlighting significant achievements, challenges, risks, and opportunities. Ensure timely communication of program results to stakeholders, including donors, partners, and the AIMS network. Develop communication strategies to increase the visibility of program outcomes and impact.
- Providing support to other AIMS departments as required from time to time.

Competencies and other requirements

- Bachelor's or master's degree in project management, business administration, education, international development, or a related field.
- Minimum of 5-7 years of experience in program management or project management, preferably in an educational, non-profit, or research environment.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.
- Proven experience in budgeting and financial management.
- Ability to work independently and collaboratively as part of a team.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Familiarity with monitoring and evaluation frameworks and reporting methods.
- Proficiency in Microsoft Office Suite and project management tools.
- Project Management qualifications such as PMP.
- Experience working in a multicultural environment and managing international programs is desirable.

Working Conditions

- This position will be at the AIMS Research and Innovation Centre in Rwanda
- Occasional evening and weekend work may be required to support program activities.
- Travel may be required for regional or national program events.

NB:

1. AIMS is an equal opportunity employer. Women are strongly encouraged to apply for this role.
2. This job description is a general outline and may not include all tasks and responsibilities. The Program Manager may be given additional duties as the line manager requires.