



# AIMS

African Institute for  
Mathematical Sciences  
RESEARCH & INNOVATION

## JOB DESCRIPTION

**Job Title:** Gender and Inclusion Manager, Mastercard Foundation Scholars Program at AIMS

**AIMS Centre:** AIMS Research and Innovation Centre, Kigali – Rwanda

**Report to:** President, AIMS Research and Innovation Centre

**Direct reports:** None

### About AIMS

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of centers of excellence for postgraduate training in mathematical sciences, research, and public engagement in Science, Technology, Engineering, and Mathematics (STEM). Its mission is to empower talented young Africans to be creative leaders in science and technology. 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. The Mastercard Foundation Scholars Program at AIMS offers talented young Africans the chance to excel in STEM while promoting transformative leadership, inclusion, and diversity.

If you are passionate about creating inclusive environments that support young people, particularly women, refugees, displaced persons, and people with disabilities, in accessing quality education and leadership opportunities, this position offers an opportunity to lead impactful initiatives that address significant challenges in gender equity and inclusion in STEM education in Africa.

### Job area

Gender and inclusion strategies, equitable access for women, refugees, displaced persons, and individuals with disabilities, inclusive environment, capacity building, development of partnerships, and inclusive policies and practices.

### Job Overview

The Gender and Inclusion Manager will spearhead efforts to promote gender equality and inclusion within the Mastercard Foundation Scholars Program at AIMS in close collaboration with the Director of Programs Delivery and Reporting. This role entails developing and implementing strategies to ensure equitable access to high-quality education and professional opportunities for women, refugees, displaced persons, and individuals with disabilities. The manager will collaborate closely with program staff, partners, and scholars to cultivate an inclusive learning environment and achieve the program's diversity and inclusion goals.

### Key Responsibilities

The responsibilities of the Gender and Inclusion Manager include:

- **Inclusion Strategy:** Develop and implement a comprehensive gender and inclusion strategy for the Mastercard Foundation Scholars Program at AIMS, ensuring alignment with AIMS' commitment to gender equality and social inclusion. Develop initiatives that promote the recruitment, retention, and success of underrepresented groups, including women, refugees, displaced persons, and individuals with disabilities.
- **Program Design and Support:** Incorporate gender and inclusion considerations into all aspects of the program, such as curriculum development, student recruitment, leadership training, and work placement opportunities. Provide guidance and support to program staff on inclusive practices and gender-sensitive approaches in teaching, mentoring, and student support. Collaborate with other departments to develop inclusive policies and practices that enhance access and support for scholars from marginalized groups. Create practical resources and tools, such as guidelines and checklists, to facilitate the integration of gender considerations into academic and research programs

- **Recruitment Support:** Work closely with the recruitment team to develop strategies that target and include young women, refugees, displaced persons, and individuals with disabilities in the recruitment process. Support recruitment drives across Africa to ensure the inclusion of underrepresented groups. Collaborate with community organizations, NGOs, and government agencies to raise awareness and increase recruitment efforts focused on underrepresented populations. Monitor and report on the effectiveness of recruitment strategies in reaching targeted groups, aligning with AIMS' inclusion goals.
- **Capacity Building and Training:** Organize gender-responsive and disability and inclusion training and capacity-building workshops for staff, researchers, faculty, and scholars to raise awareness about gender equity and inclusion. Develop and deliver training sessions on gender-responsive pedagogy, disability inclusion, and the challenges refugees and displaced persons face in accessing education. Promote inclusive teaching practices across the AIMS network to meet the needs of all scholars, particularly those from underrepresented groups. Assist in embedding gender and inclusion considerations into the design and implementation of academic and research programs, ensuring that the curriculum reflects a commitment to diversity and equity.
- **Monitoring, Evaluation, and Reporting:** Develop and implement monitoring and evaluation frameworks to track the effectiveness of gender and inclusion initiatives. Collect and analyze data on gender and inclusion outcomes, measuring progress against set targets. Provide regular reports on gender and inclusion efforts and outcomes to program leadership and other stakeholders.
- **Partnership Development:** Build partnerships with organizations focused on gender equity, disability inclusion, refugee support, and other relevant fields. Engage with local and international NGOs, government agencies, and advocacy groups to support program initiatives related to gender and social inclusion. Leverage partnerships to create opportunities for scholars from marginalized groups, including internships, mentorship, and career development. Engage with gender and inclusion focal points across the AIMS Network to share insights, align strategies, and coordinate efforts, enhancing the overall impact of gender initiatives.
- **Advocacy and Awareness:** Serve as the focal point for all gender and inclusion-related issues within the program. Advocate for the rights of women, refugees, displaced persons, and individuals with disabilities within the AIMS community and beyond. Promote inclusive leadership among scholars by organizing events, campaigns, and activities that raise awareness of gender and inclusion challenges in STEM fields.
- **Support for Students:** Provide individualized support to students from underrepresented groups to ensure they have access to the resources they need to succeed. Establish accommodations and support systems for students with disabilities, including adaptive learning materials, accessible facilities, and counselling services. Develop programs and activities that foster a safe and inclusive environment for all students and encourage their full participation in academic and extracurricular activities.
- Providing support to other AIMS departments as required from time to time.

#### **Competencies and other requirements**

- Master's degree in gender studies, sociology, international development, social sciences, or a related field.
- Minimum of 7 years of experience in gender equity, social inclusion, or diversity management, preferably in educational or non-profit organizations.
- Demonstrated experience in developing and implementing gender and inclusion strategies.
- Strong knowledge of issues related to gender equality, disability inclusion, and refugee support, particularly in the African context.
- Excellent communication, advocacy, project management skills, and attention to detail.
- Ability to work effectively in a multicultural environment and with diverse stakeholders.
- Fluency in French is a plus.

#### **Working Conditions**

- This position is based at the AIMS Research and Innovation Centre in Kigali, Rwanda.
- Occasional travel may be required to support gender and inclusion initiatives across the AIMS network.

#### **NB:**

1. AIMS is an equal-opportunity employer, and women are strongly encouraged to apply.
2. This job description is a general outline and may not include all tasks and responsibilities. The Gender and Inclusion Manager may be given additional duties as the line manager requires.