



# AIMS

African Institute for  
Mathematical Sciences  
RESEARCH & INNOVATION

District Gasabo, Secteur Kacyiru  
Cellule Kamatalamu 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 and research in mathematical sciences, and public engagement in STEM. Its mission is to empower talented young Africans to be creative leaders in Science and Technology. The first AIMS centre opened in Cape Town, South Africa, in 2003. Since 2011, AIMS has established additional centres in Senegal, Ghana, Cameroon, and two Centres in Rwanda.

Each AIMS Centre provides expertly tailored academic and non-academic programs, training around 60 African students per master's program 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...

## Reception, Intern - AIMS Research and Innovation Centre!

The role of the Reception Intern is to serve as a key ambassador of the AIMS brand, consistently and professionally communicating AIMS values and messages to prospective students, researchers, and other stakeholders.

In this role and reporting to the Manager, Operations and Financial Reporting, the Reception Intern will be responsible for handling reception and administration duties, including greeting guests, welcoming students/researchers/staff/visitors with respect and offering them the attention they need. In addition, she will be answering phones, handling company inquiries, and sorting and distributing mail. The Reception Intern is also responsible for scheduling meetings and coordinating transportation requests for all staff/students/researchers.

As the ideal candidate, you will produce spreadsheets, including managing board meeting bookings and maintaining an up-to-date reservation calendar; prepare photocopies and printouts of documents. The Reception Intern will also complete forms, requisitions, and other documents; coordinate guest check-in and check-out processes efficiently and professionally. He/she will support the preparation of meetings and special events and ensure that the reception area is tidy.

This is a one-year full-time contract opportunity based in Kigali, Rwanda.



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## Do you have what we need?

- A diploma/ or university degree in Communication/Administration/ Hospitality Management/Law
- Exposure to an office environment, an asset
- Competent in English or French (both would be an advantage)
- Strong proficiency with Microsoft Office, with particular strength in using Excel and internet applications such as Skype, Google Meet, Gmail, etc.
- Exceptional interpersonal skills with an ability to build and manage a variety of internal and external relationships, including relationships with donors
- Self-directed with excellent organizational skills, attention to detail and an ability to meet deadlines
- Articulate communication skills, both verbal and written, to influence and facilitate
- Flexible to adapt to an evolving environment
- Experience working with an international NGO, an asset
- Detail-oriented, organised, and able to meet deadlines.
- Commitment to the mission and values of AIMS.

## Are you ready to be a part of the transformation?

Click [on this link](#) to apply. Applications will be accepted until February 20, 2026.

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

AIMS RIC is an equal-opportunity employer. Visit <https://www.aimsric.org/> to learn more about AIMS.