



## Job Advertisement – IT Manager

The African Institute for Mathematical Sciences (AIMS) is an innovative network of centres for post-graduate education, research and outreach that has achieved global recognition since opening its first centre in South Africa in 2003. Each AIMS centre offers a number of educational programs highlighted by a 10-month Master's degree in Mathematical Sciences, which provides an intensive and broad education to around 50 top African students at each campus every year, and prepares them for leadership careers in academia, governance and industry.

Based on the success of the first AIMS centre, the AIMS Next Einstein Initiative (AIMS-NEI, [www.nexteinstein.org](http://www.nexteinstein.org)) was launched with the mission of enabling 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. As part of this network, AIMS-Ghana has been created and is establishing itself at Saltpond in preparation for accepting its first batch of students in the 2012-13 academic year.

AIMS-Ghana is seeking an **IT Manager** for the Institute.

### Principal Responsibilities:

- Oversee the design and development of information systems and networks
- Manage, execute and report on the IT function on a day-to-day operational basis with close interaction with the academic programmes
- Manage all IT resources in use and develop an IT policy, procedure and practices manual
- Report to the Director
- Supervise Systems Administrator and IT Support Technician

### Duties:

The duties/tasks of the IT Manager are as follows:

### IT Tasks

- Plan, install and manage the AIMS-Ghana IT system, including resources for students, staff, tutors and all visitors. This includes computers, Internet access and security, phone system and other electronic functions to be specified.
- Day-to-day running of all IT infrastructure, including servers, Intranet, network, desktop computers, phone systems, software and application database
- Manage IT staff
- Strategic planning of direction of IT services and policy
- Technical decisions on implementation matters
- Liaison with appropriate partners
- Provide academic IT support to students, tutors, researchers and lecturers
- Provide workshop support and logistics; visitor support (e.g. laptop computers)

### Administrative Tasks

- Ensure maximum availability of computer systems throughout the Institute
- Be responsible for IT hardware, software and maintenance procurement
- Develop and implement new systems
- Work with academic partners in Ghanaian to share the AIMS IT platform as appropriate
- Work with senior management to propose, agree and deliver IT service to defined service level agreements
- Take responsibility for the IT budget

- Develop and maintain an IT disaster recovery plan
- Develop and enforce the IT security policy
- Maintain and develop the Institute web site
- Assist with the running of the Masters programme when necessary
- Manage workshops where necessary or appropriate
- Interact with administrative staff regarding desktop computer usage, reporting, database usage and third party software usage
- Be responsible for the provision of IT infrastructure services including desktop applications, IT security and telecommunications

### **Requirements**

- Bachelor's degree in computer science/engineering or related discipline
- Minimum 3 years in a similar position
- Relevant IT experience including good knowledge of desktop applications (Microsoft Office program suite), networking (LAN/WAN).
- Systems security administration experience
- Extensive experience of the Linux applications and development environment
- Strong systems, network and application design background
- Excellent communication and analytical skills and ability to think independently

### **Duty Station:**

- Saltpond, Central Region, Ghana

### **Remuneration**

- AIMS-Ghana is a member of an international network of scientific centres of excellence. The atmosphere and colleagues will be international, highly motivating and offer outstanding growth opportunities.
- Salary and benefits will be competitive and commensurate with experience and qualifications.

AIMS-Ghana is an equal opportunity employer. Applications from women are especially encouraged.

### **Applications**

To apply, send a cover letter and CV with the names and contact details of three referees to

[ghanatalent@nexteinstein.org](mailto:ghanatalent@nexteinstein.org) or by post to

AIMS-Ghana **IT Manager** Search

AIMS-Ghana

P.O. Box LG 197

Legon-Accra

Ghana

+233 302 544 102

The closing date for applications is Wednesday 30 November 2011. Only shortlisted applicants will be contacted. For further information please visit <http://www.nexteinstein.org/ghana>