



Chief of Staff

Candidate Pack | March 2026



About AiBST

Join the forefront of biomedical research and development in Africa.

The African Institute of Biomedical Science and Technology (AiBST) is Africa's leading institute for biomedical research and education. We combine scientific discoveries with real-world solutions to transform healthcare on the continent. Our research tackles Africa's specific health challenges, and we translate findings into tangible improvements for patients.

Your opportunity to contribute to the next generation standard of care.

AiBST aims to build a robust biomedical R&D ecosystem with a focus on novel diagnostics, therapeutics and prevention strategies that will accelerate genomic and pharmaceutical medicine capabilities and transform the standard of care in Africa.

Be an important part of a values driven team.

Located in Harare, Zimbabwe with vast sunshine, outstanding landscapes and home to the mighty Victoria Falls and friendly people, AiBST is a great place to be. With a focus on three core programmatic areas of education, research and innovation, AiBST is bringing together internationally recognized, like-minded people with a passion for public health to be active participants in addressing the high disease burden in Africa. AiBST's core values of Integrity, Innovation, Collaboration, and Excellence are the driving force behind our team.

For this AiBST Chief of Staff position, we are looking for a savvy business strategist, a trusted advisor, an excellent communicator, a thought leader in public health science and research, a detailed oriented project manager, and an impactful internal leader and an exceptional external representative.





The Role

Role

Chief of Staff

Salary

Competitive with a Comprehensive benefits package

Location

Harare, Zimbabwe

Nationality

Open to all nationalities

Job Summary

The AiBST Chief of Staff position serves a critical leadership and advisory function managing the day-to-day business operations and research initiatives. This includes accountability for the allocation of resources and program results, including supervising staff and collaborating with unit leads, managing business services including budgets and procedures. This position has a substantial responsibility in developing and implementing short- and long-term strategic planning to sustainably grow AiBST. In addition to supporting the CEO on priority project management, responsibilities include inspiring and directing development teams, actively seeking and stewarding relationships with global health partners and funders to achieve AiBST's funding priorities. This position will serve as a liaison with research-based coalitions and advance private sector, governmental, and non-profit partnerships.

Responsibilities

Strategic Management and Support

- Provide strategic leadership in implementing the AiBST 2023–2028 strategic plan, ensuring alignment with the Institute’s core values and eight strategic pillars.
- Work collaboratively with the CEO and relevant teams to monitor progress, lead the mid-term review process, and update priorities in response to emerging opportunities, using a data-driven approach to advance AiBST’s research and product development objectives.
- Provide strategic problem solving and risk management and bring solutions to short- and long-term hurdles, flagging challenges to be addressed.
- Oversee the Institute’s daily operations by coordinating with unit leads, prioritizing activities in a fast-paced environment, supervising the administrative team, and monitoring project team activities, deliverables, and budget performance.

Communication, Outreach and Advocacy

- Manage internal communications by establishing systems for project updates, tracking project management deliverables, and developing effective internal reporting mechanisms.
- Serve as a liaison and advocate for AiBST in national, regional, and international associations and coalitions, promoting the Institute’s research and development initiatives and highlighting its global health impact.

- Identify and pursue new outreach opportunities to strengthen AiBST’s brand and reputation locally and globally, positioning the Institute and its researchers as thought leaders in global health and drug discovery.

Resource Mobilisation and Fundraising

- Lead collaborative funding initiatives by identifying new opportunities, aligning them with the Institute’s core priorities, and driving the development of competitive proposals.
- Oversee the proposal development process by ensuring compliance with guidelines, preparing non-technical sections, coordinating document editing, developing budgets, and managing timelines for internal review and submission.

Project Management

- Provide strategic project oversight by managing key flagship projects with budgets of more than \$500,000 USD and running for more than 3 years.
- Lead partnership and stakeholder management by serving as liaison with program partners
- Provide project governance and coordination by working closely Principal Investigators (PIs) and Unit Heads.
- Oversee project implementation management and ensuring deliverables are met on time and within budget.





Candidate Profile

Academic Qualifications

- This position requires an MBA or a master's degree in public health, science, or another relevant field.

Experience and Knowledge

- Five (5) years of progressively responsible professional-level strategic planning experience which includes three (3) years in a private sector institution or comparable experience.
- General knowledge of AiBST's education, research, and innovation programs and resources, and its reputation, particularly in relation to its impact on global health and international development.
- Broad knowledge and experience in international socio-political-economic dynamics, and the ability to synthesize and evaluate these issues in relation to AiBST's mission and the goals.

Competencies

- Advanced ability to develop, lead, execute, and evaluate integrated strategic business plans, while managing complex project portfolios and high-performing teams in dynamic environments.

- Capacity to manage multiple complex initiatives simultaneously, ensure effective delivery, and make sound, independent decisions in challenging contexts.
- Ability to build philanthropic relationships and secure funding within a complex multilateral funding ecosystem, with the ability to proactively identify and pursue funding opportunities aligned with organizational objectives.
- High level of cultural intelligence and diplomacy, enabling effective collaboration with diverse partners, institutions, and stakeholders in global contexts.
- Ability to build, manage, and sustain strategic partnerships across public and private sectors, particularly in low- and middle-income countries, while engaging effectively with international funders and collaborators.
- Ability to remain composed under pressure, interact confidently with senior stakeholders, and build credibility and trust with partners, clients, and funders.
- Strong logical reasoning, problem-solving, and decision-making skills, with the ability to evaluate diverse perspectives and make balanced, evidence-informed decisions.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete the online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-AiBST e.g., Pat-Jones-CV-0326-AiBST or Pat-Jones-CoverLetter-0326-AiBST.

Please note that all our clients recruiting in the UK are legally obliged to confirm that the appointee is eligible to work in the UK. As of 1 January 2021, government’s new regulations will apply. For further information visit the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>.

Timeline

Closing Date: 17th April 2026
First stage interviews: TBC
Final interviews: TBC

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the Oxford HR Consultant email address (see below) to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of AiBST’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at mkamau@oxfordhr.com in the first instance.





About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have. Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success.

We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: oxfordhr.com



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