

Job Title: Makerspace Specialist

Reporting Relationship: Portfolio Manager

Supervisory Relationship: 6 technical officers and an administrative officer

Job Location: KIC Hardware Center of Excellence, Ejisu, Ashanti Region, Ghana

Introduction

Kosmos Innovation Centre is a non-profit organization that invests in young entrepreneurs and small businesses. We empower entrepreneurs to turn their ideas into viable, self-sustaining businesses and we work alongside promising small businesses to help them scale and reach their full potential.

Each program is driven by local staff and private sector experts, resulting in a distinctive focus on commercial solutions and local knowledge. Our customized, best-in-class business support programs feature a mix of skills training, mentorship, and seed funding.

Since our inception, more than 1300 young leaders have been trained in business skills and entrepreneurship through participation in our programs. Many of the start-ups formed or incubated through us have secured additional investment and gone on to win other start-up competitions.

Equal Employment Opportunity

KIC is an equal opportunity employer that has zero-tolerance for discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can develop talent and have sustained impact. We are committed to a workplace of respect and psychological safety where equal employment opportunities are available to all. We adhere to safer programming, and we do not engage in or tolerate discrimination on the basis of gender, religion, age, national or ethnic origin, disability, marital status, or any other vulnerable groups in the locations where we work.

Safeguarding & Ethics

We are committed to ensuring that all individuals we meet through our work, whether team members, community members, program participants, volunteers, students, or others, are treated with respect and dignity. We are committed to upholding the Universal Declaration of Human Rights and will not tolerate any form of violence, harm, child abuse, sexual exploitation, or harassment by or of our team members and program participants. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to always adhere to KIC's Code of Conduct policies, safeguarding policy and values.

About the KIC Hardware Center of Excellence:

The Kosmos Innovation Center (KIC) Hardware Center of Excellence is a pioneering, multidisciplinary makerspace designed to empower young entrepreneurs in Ghana by facilitating the development of innovative agricultural technologies. The center comprises specialized labs including Food Innovation, Electronics, Mechatronics, Computer Design, Metal Fabrication, and Woodworking. These labs provide the resources necessary to transform ideas into market-ready solutions, enhancing agricultural productivity and sustainability.

Job Description:

Summary

The Makerspace Specialist is responsible for operational leadership of the KIC Hardware Center of Excellence, ensuring the smooth management of facilities, and delivering comprehensive technical support. The role also involves management responsibility of technical and administrative staff and facilitation of training initiatives.

The role will report to the Portfolio Manager.

This position demands a high level of safety and technical proficiency, encompassing a thorough understanding and mastery of complex information. It also necessitates strong leadership skills and the capacity to navigate abstract concepts, systems, and ideas with methodical organization and self-discipline. A critical aspect of this role involves meticulously evaluating all decisions with informed judgment to mitigate unforeseen risks. Achieving results and ensuring their accuracy are equally important for the success of this role.

Job Responsibilities

Maker Space Facility Management:

- Directs the daily functions of the makerspace, ensuring optimum utilization of resources. assigned to general office administration and technical operations of labs and equipment.
- Directs and collaborate with the administrative unit to maintain an orderly and an efficiently managed Center of Excellence.
- Oversees inventory assessments and executes strategic procurement of essential materials and supplies for the Center.
- Oversees predictive, preventive and corrective maintenance of fixtures, fittings and equipment of the Center.
- Ensures compliance with established safety protocols during all center activities.
- Perform regular safety inspections to identify and rectify potential hazards.
- Spearheads safety initiatives at the Center and keeps detailed records incident reporting.

People Management Responsibility:

- Has staff management responsibility for six (6) technical experts and an administrative officer.
- Lead workshops and seminars aimed at augmenting technical expert's competencies in the fields of Information technology, electronics, mechatronics, CAD, metal work, carpentry and food innovations.
- Provides mentorship to line reports across various labs, promoting a culture of effective collaboration among the team.
- Mentors users of the Center's facility and provide the necessary support to advance their innovative skills and business growth.
- Collaborates with Gender & Safeguarding Specialist to implement initiatives that enforce protection of all users at the Center of Excellence.
- Builds relationships with users and champions shared responsibility for safety and compliance amongst users and visitors to the Center.
- Cultivates an environment of perpetual learning and ingenuity within the KIC makerspace ecosystem.

Technical Assistance

- Offer hands-on technical guidance and assistance to center users across diverse labs.
- Aids in the configuration, calibration, and upkeep of makerspace machinery.
- Addresses and resolves technical challenges swiftly to reduce equipment non-operational periods.
- Aids in the configuration, calibration, and upkeep of makerspace machinery.
- Researches and analyzes data on gender-related issues and safeguarding concerns.
- Supervises tool and equipment maintenance on a regular basis to prevent accidents.

Project management:

- Assists KIC entrepreneurs in transforming their innovative ideas into tangible prototypes, guiding them through the development and testing phases.
- Provides mentorship and guidance to help users navigate technical challenges and advance their project objectives.
- Advocates for the makerspace through various outreach endeavors, events, and digital platforms, aligning with KIC's communication policies.
- Monitors and documents the monthly progression, results, and influence of projects, providing regular updates to the Portfolio Manager to uphold transparency and ensure accountability.

Job Characteristics

- Decisions are made based on careful understanding of all available information; detailed technical knowledge; expertise and serious considerations for all sides of the issue/problem.
- Needs opportunities to use/demonstrate 'know how' and expertise in finding creative solutions to problems, with relative freedom from organizational involvements.
- Leadership style likely involves high expectations for subordinates and a high degree of review following each task.
- The ability to operate various makerspace equipment, tools, and controls with the necessary strength and flexibility.
- Frequent walking, reaching, sitting, and stooping to perform job duties. Ability to see at close range and distance, talk, and hear.
- Frequent use of hands and fingers to set up demonstrations, operate lab equipment, and manage materials.
- Occasionally lift or move objects up to 25 pounds and, with assistance, transport objects up to 50 pounds, such as equipment or supplies.
- The capacity to stand or walk for extended periods of time during the day.
- Occasional travel may be required for training and external programs.

Job Requirements

- Minimum of bachelor's degree in engineering, computer science, or a related field. Advanced degrees or certifications are a plus.
- 7 years' experience in the operationalization of a maker lab or center of excellence with 4 years in leadership.
- Proven experience in facility management and in the provision of technical support within a makerspace or similar setting.
- Experience with agricultural technologies and solutions is an added advantage.

- A passion for innovation and the ability to facilitate creative learning experiences.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills with the ability to effectively train others.
- Proficient with Microsoft Office Suite or related software
- Ability to work independently.
- Excellent communication and interpersonal skills.
- Gravitas with strong leadership experience in supervising technical teams.
- Exhibited commitment to the maintenance of safety standards and fostering a collaborative workspace.
- Proficiency in the use of makerspace equipment and technologies
- Excellent problem-solving abilities and a hands-on approach to technical challenges.
- Experience in developing and delivering technical training programs.
- Strong organizational and project management skills.
- Proven commitment to innovation and entrepreneurship.

If you have the expertise as described and are interested in the position of Makerspace Specialist, please click below link to apply.

Application Link: <https://airtable.com/appOjwdRWpSDU9l6a/pagzsbw1hGUA3K7F8/form>