



African Advanced Institute for Information
& Communications Technology

Administrative Assistant: Human Language Technology Research Group

The Human Language Technologies (HLT) Research Group researches and develops speech and language technologies that benefit the people of Southern Africa. With a network of partners, the group performs advanced research in HLT related topics (such as speech recognition, speech synthesis, telephony-based information systems and statistical pattern recognition). These technologies are utilised in systems that have direct, positive impact on society.

The research group forms part of the Meraka Institute, CSIR. The Meraka Institute facilitates economic and social development on a national scale through human capital development and needs-based research and innovation, leading to products and services based on Information and Communication Technology.

The HLT Research Group is a dynamic environment consisting of 30 researchers and developers from backgrounds as diverse as engineering, linguistics, computer science and sociology. The position of Administrative Assistant is available to a highly motivated and enthusiastic individual, eager to take work on pro-actively in all administrative tasks listed below. The Administrative Assistant together with the Office Manager will play an important role in ensuring the smooth flow of all information, administration and general well-being of the research group.

Responsibilities:

- Arrangement of workshops, conferences, functions and other scientific visits / business trips,
- Input monthly/weekly timesheets for the group (PeopleSoft program),
- Assist Unit staff with the completion of official forms such as Subsistence and Travel, Overseas Claims and other,
- Assist Unit staff to complete all related claims on the Workflow system,
- Financial administrative support such as invoicing, procurement on e-procure, filing of contracts,
- General administrative support such as internal document management, arranging meetings, activity tracking/follow-up/reporting,
- Ensure that the unit equipment, furniture and office supplies are sufficient and in working order,
- Support the Office Manager in any other related activities such as HR issues, functions, etc.

- Maintain and efficiently organize records of items such as keys, library books and others,
- Assistance with preparation and maintenance of group publications, post material for website and other promotional material,
- SHEQ representative for group,
- Support for HLT-specific research tasks,
- Assistance in planning, execution and documentation of HLT experiments,
- Sourcing and distribution of scientific literature.

Requirements:

- Computer literate (Windows/MS Office, familiarity with UNIX an advantage),
- Knowledge of Groupwise and Peoplesoft will be an advantage,
- Drivers licence,
- A minimum matric (Grade 12 qualification),
- Tertiary qualification a recommendation,
- Multilingualism in South African languages will be a specific advantage,
- Excellent organizational skills and have the ability to pro-actively manage tasks with continuous follow up to ensure completion,
- Ability to work as a group together with a variety of diverse people and fostering a good relationship with the group,
- Have a passion for administration work!

The CSIR gives preference to candidates who meet the requirements and who will add to the racial and gender diversity of the organisation.

Should you meet the above requirements and wish to contribute to the success of the organisation through this position, please submit your CV clearly indicating the position you are applying for, for the attention of: The Meraka Institute by email on vacancies@csir.co.za.

For more information, please contact Carmen Moors at cmoors@csir.co.za or 012-841-3279

Please note that no faxed or posted CVs will be accepted.

Closing date for applications: 30 June 2008

By applying for this position at the CSIR, the applicant understands consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or the SAP and may also verify the applicant's educational qualifications and employment history.

PLEASE NOTE THAT CORRESPONDENCE WILL BE ENTERED INTO WITH SHORT-LISTED CANDIDATES ONLY.