

Vacancy Advertisement

The Academy of Science of South Africa (ASSAf) is an independent, statutory body of eminent South African scholars and scientists. It was established in terms of an Act of Parliament. Its primary objective is to generate evidence-based solutions to the problems and challenges facing South African society.

ASSAf seeks to appoint the following in its Pretoria office to service the Academy:

Liaison Officer: Gender in Science, Technology and Innovation

The duties would include *inter alia*:

Coordinate activities of the Organisation for Women in Science for the Developing World (OWSD) National Chapter that is hosted by ASSAf. This includes coordinating meetings of the OWSD Executive Committee and supporting OWSD Fellowship holders in South Africa;

Provide leadership in gender-related STI initiatives for the whole National System of Innovation;

Ensure that Gender in Science, Technology and Innovation aligns with the Commission for Gender Equality, Department of Women and other government, civil society and private sector actors in the country;

Manage projects for and provide secretariat for the Organisation for Women in Science for the Developing World (OWSD) National Chapter and the Gender in Science, Innovation, Technology and Engineering (GenderInSITE) southern Africa focal point;

Write funding proposals, conceptualise, design, implement, report and evaluate projects or activities with national, regional as well as global partners on gender in science, technology and innovation;

Use a variety of platforms to create Gender in STI visibility in partnership with various stakeholders.

Minimum educational requirements:

Hons degree in an appropriate discipline. A Masters degree would be an added advantage.

Required knowledge and skills:

- Knowledge of the gender dimension of science
- Good communication and writing skills
- High degree of organisational effectiveness, data management and attention to details
- Proactive and creative in finding solutions

Experience:

3 years' relevant professional work experience.

Information Systems Administrator

The duties would include *inter alia*:

- Proactively monitor ICT Infrastructure to ensure availability and reliability in support of organisational operations;
- Linux system administration;
- Installation and administration of server hardware and software including LAN/WAN;
- Develop and implement ICT project plans;
- Implement, track and monitor ICT security controls;
- Monitor and ensure integrity of backups on group systems to support business continuity;
- Ensure compliance with hardware, software and licensing standards;
- Provide training and support to staff in computer systems and software;
- Provide employees with reliable IT services;
- Document the configuration of services, hardware and software solutions.

Minimum educational requirements:

Bachelor's degree in Computer Science, Information Technology or an equivalent professional certification in Servers, Networks, Hardware (A+. N+. S+)

Required knowledge and skills:

Linux operating system—command line level;

Database management software (Apache, MySQL and PostgreSQL);

Attention to detail and strong numeracy skills;

Business acumen, strategic thinker with ability to make sound decisions for the business;

Good analytical, problem-solving and reporting skills;

High moral standing with impeccable integrity.

Experience:

5 years' relevant professional work experience in IT support and systems administration role.

Experience in supporting Server Systems (Windows, SQL, VM), supporting Windows Desktop Operating Systems, Network (LAN/WAN) setup and administration.

Training in productivity tools within Microsoft Office.

National Liaison Officer

The duties would include *inter alia*:

1. Create and maintain strategic partnerships with government departments, civil society, universities, and business;
2. Conceptualise, design, implement, manage, monitor and evaluate collaborative projects with national partners;
3. Write proposals and raise funds for the projects for ASSAf priority areas;
4. Use a variety of platforms to create National ASSAf visibility in partnership with the Communication team.

Minimum educational requirements:
Masters degree in an appropriate discipline.

Required knowledge and skills:
Excellent written and oral skills;
Proven ability to interact effectively at various levels and with a variety of stakeholders;
High degree of organisational effectiveness;
Proactive and creative in finding solutions;
Capable of dealing with numerous projects simultaneously;
High sense of responsibility and self-initiative;
Ability to operate using appreciable latitude for independent judgment and action;
Experience of collaboration and engagement within various sectors.

Experience:
5 years' relevant professional work experience.

All candidates who comply with the requirements are invited to apply. The Academy reserves the right not to make an appointment to the post as advertised.

To apply, please submit a letter of application, a CV and the contact details of three referees to Ms Lynette du Plessis at lynette@assaf.org.za by no later than 12 January 2018.
Correspondence will only be entered into with shortlisted candidates.

For more information, contact Ms Lynette du Plessis at 071 687 5241.