

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: Research, Innovation and Commercialisation
DIRECTORATE: Innovation, Technology Transfer and Commercialisation

Innovation Officer (P7) x1 position
3-year Fixed Term contract
(Muckleneuk Campus)

(REF: Innovation_Officer_FT_NV_63255)

To facilitate and execute the Innovation Support strategy, policies, processes, and activities, and provide guidance to functional units in alignment with the strategic objectives of the Institution and in accordance with relevant legislation and standards.

Requirements:

Minimum Qualification(s):

- Minimum of Bachelor Degree/National Diploma (SET or Management Sciences)

Experience:

- Minimum of 5 years of relevant work experience in innovation grants and innovation management

Recommendation:

- Preferably a SARIMA member

Knowledge of:

- Sound knowledge of South African intellectual property protection landscape and related legislation
- Understanding of the South African National System of Innovation
- Understanding of Incubation services
- Project Management
- Demonstrated research and analytical abilities
- Risk assessment and management

Skills:

- Verbal and written communication
- Attention to detail
- Project Management
- Stakeholder Management
- Judgement and Decision Making
- Problem Solving
- Diligent and self-starter
- Achievement focused

Abilities:

- Communication – oral expression, speech clarity, speech recognition, written comprehension, and written expression
- Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relation among seemingly unrelated events)

- Deductive Reasoning – The ability to apply general rules to specific problems to produce answer that makes sense
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem

Duties:

- General Administration of the various Innovation Program
- Planning and Implementation of the various Innovation Program
- Reporting and Governance of the various Innovation Program

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the position

Closing date : **21 July 2022**

All applications should reach UNISA before 16H00 on the closing date.

Enquiries : (012) 429 2066 / vvurenm@unisa.ac.za
Mrs NM Van Vuren (HR Contracts Appointments)

(012) 429 3767 / muanan@unisa.ac.za
Ms AN Muanalo (Innovation Support Manager)

The advertisement and the prescribed form (Fixed Term Application Form) can be obtained on the Unisa website: <https://www.unisa.ac.za/vacancies>

- **The complete prescribed application form must be accompanied by a Comprehensive Curriculum Vitae and Certified Copies (within the previous six months) of;**
 - identity document;
 - all educational qualifications;
 - academic transcripts/records;
 - proof of SAQA verification of foreign qualifications (if applicable)
- Unisa reserves the right to authenticate all qualifications without any further consent from the applicant.
- Unisa is not obliged to fill an advertised position
- Late, incomplete and incorrect applications will not be considered
- Appointments will be made in accordance with Unisa's Employment Equity Plan

We welcome applications from persons with Disabilities



- Applications can be forwarded by email to: vvurenm@unisa.ac.za

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.