

UNIVERSITY OF SOUTH AFRICA

Department: Research, Innovation and Commercialisation
Directorate: Innovation, Technology Transfer and Commercialisation

Technology Transfer Officer (P7)
(Muckleneuk Campus)

(Ref: ITT&C/Tech Transfer Off/P7/st-Oct2021)

The purpose of the position is to promote matters relating to the identification, creation, protection, use, commercialisation and management of Intellectual Property (IP), specifically emanating from publicly financed research and development, as allocated to the Technology Transfer Office in terms of the Unisa IP policy.

Requirements

- Grade 12 Matric plus a relevant Bachelor degree or National Diploma or Advanced Diploma
- Five years relevant experience

Recommendations

- Bachelor degree or National Diploma or Advanced Diploma, e.g. in SET (Science/Engineering/Technology)
- LLB or Patent Board Examination
- Experience in Technology transfer, IP and innovation management

Knowledge, skills and capabilities

- Sound knowledge of South African intellectual property protection landscape and related legislation
- Understanding of the South African National System of Innovation
- Technology Commercialisation routes
- Demonstrated research and analytical abilities
- Risk assessment and management
- Familiarity with IP databases
- Ability to conduct various IP related searches
- Sound change leadership skills
- Good problem solving, negotiation and conflict management skills
- Good interpersonal and communication skills (listening, verbal and written)
- Must be a strategic, innovative, analytical and creative thinker
- Ability to maintain good work ethics and shared knowledge
- Ability to be assertive, accountable and show resilience
- Ability to work in a team and maintain confidentiality

Duties

- **Training and communication**

- Preparing a draft project plan for the training and awareness interventions, engagements with colleges and the evaluation of disclosures
- Organising college and regional training programmes and other awareness programmes
- Providing assistance in the establishment and implementation of new programmes including the Technology Innovation Support Centre (TISC) at Unisa

- **Identification of IP**

- Undertaking novelty assessments of Unisa IP disclosed
- Undertaking of novelty searches for Unisa IP and IP from parties taking part in the Technology and Innovation Support Centre, and producing novelty search reports
- Analysing and interpreting externally conducted search results in a report that is appropriate to enable management decision-making
- Providing assistance in the conduct of freedom-to-operate searches to determine if any technology utilised by Unisa may infringe the IP rights of a Third Party

- **Protection of Intellectual Property (IP)**

- Facilitating the drafting of legal documents for the protection of Unisa IP
- Ensuring that Unisa IP is protected and maintained
- Ensuring that any actions such as Office Actions, amendments, divisional, corrections, etc, relating to Unisa IP, are motivated, approved and implemented timeously
- Providing monthly progress reports for internal reporting purposes as well as reporting to the IP creators and the colleges

- **Marketing of Unisa technologies**

- Providing drafts of technology blurbs for Unisa technologies for approval
- Ensuring that approved technology blurbs are placed in internal and external portals
- Assisting to produce marketing material for all Unisa technologies

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the responsibilities attached to the position

Closing date: **29 October 2021**

Enquiries: (012) 429 8913 (Mr A Noma: Innovation, Technology Transfer and Commercialisation)
(012) 429 4972 (Ms S Thaver: HR Staffing and Client Services)

- The detailed advertisement together with the prescribed application form can be found on the Unisa website: <https://www.unisa.ac.za/vacancies>
- Completed applications can be e-mailed to thaves@unisa.ac.za
- The completed **prescribed application form must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and certified copies of original certificates (within the previous six months) of;**
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of foreign qualifications

- The contact details of three contactable references must be provided, one of which must be from your present employer. Should you currently not be employed, a contactable reference from your previous employer must be provided. 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 and other applicable legislation.*

We welcome applications from Persons with Disabilities



- All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to shortlisted 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.