



DIVISION: TTO

DEPARTMENT: Technology Transfer and Innovation

POST: Intellectual Property Awareness Officer

POST N^o: 3252

PEROMNES GRADE: 09

(3 years fixed term contract)

JOB DESCRIPTION:

Key performance areas include but not limited to:

- Carrying out networking and marketing activities to promote the creation and commercialisation of intellectual property within and around the university
- Support and ensure adherence to IP and commercialisation policies, processes, and procedures.
- Support IP evaluation and protection processes
- Manage correspondence within the TTO office.
- Support budgeting and procurement procedures
- Support the implementation of IP activities.
- Keep an active and accurate record of TTO activities and all TTO transactions.
- Organising awareness campaign sessions irregularly with all stakeholders
- Ensure compliance with the relevant NIPMO policies, procedures, and reporting cycles.
- Submit timely reports and prepare presentations/proposals as assigned.

APPLICATION CRITERIA:

Qualification and Experience:

- Postgraduate scientific degree or equivalent qualification
- Excellent knowledge of MS Office and Office management software
- Demonstrated interest in IP issues and general knowledge of the protection and commercialisation of intellectual property.
- Knowledge of the technology transfer environment or new product development environment.

Skills and Competencies:

Team Player, Good communication skills (Oral + written), Good report writing and presentation skills, Excellent organizational and leadership skills, Excellent interpersonal and networking skills, Ability to adapt content strategies based on team feedback and audience relevance.

CLOSING DATE FOR APPLICATIONS: 28 March 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all qualifications.
4. Certified copy of ID

5. Current contact information of referees
6. Please email applications to recruitment3@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Angie Moeti, Tel 016 950 9452 / email address: angie@vut.ac.za

HR Practitioner: Ms Glenda Dibakwana, Tel 016 950 6767 / email address: glendad@vut.ac.za

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

