

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: RESEARCH, INNOVATION AND COMMERCIALISATION

**DIRECTORATE: INNOVATION, TECHNOLOGY TRANSFER AND
COMMERCIALISATION**

**POSITION: IP DATABASE ADMINISTRATOR (P8)
FIXED TERM (2-YEAR CONTRACT)**

(MUCKLENEUCK CAMPUS - PRETORIA)

Ref: IP DAT/ADMIN/P8/BN-2024

The purpose of the position is to support the management of the Unisa Intellectual Property (IP) database for IP emanating from publicly financed research and development. The position also provides administrative support and reporting to the technology transfer unit of the DITTC.

Requirements:

Minimum Qualification(s):

- Grade 12 Matric plus bachelor degree or National Diploma in SET

Experience:

- 4 years' relevant experience in Intellectual Property management including working with electronic databases.

Knowledge of:

- IP Protection landscape (various IP laws)
- Intellectual Property from Publicly Financed Research and Development Act 51 of 2008
- Database Management especially electronic databases
- General Administration

Skills:

- Strategic Thinking
- Innovation and creativity
- Project Management
- Communication skills
- Stakeholder Management
- Judgement and Decision Making
- Problem Solving
- Research

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 conclusion (includes finding a relation among seemingly unrelated events)
- Deductive Reasoning – the ability to apply general rules to specific problems to produced answers that makes sense.
- Problem Sensitivity – the ability to tell when something is wrong or is likely to go wrong. It does not involve solve the problem, only recognize there is problem.
- Report writing

Duties:

- Maintenance of the Unisa IP database
- Provide administrative support to the Technology Transfer unit of the DITTC.
- Liaise with IP creators and service providers.


Salary: Remuneration is commensurate with the seniority of the position

Closing date: 24 April 2024

Enquiries: Ms B Nandi 012 429 6176 (HR: Contract appointments)
Mr A Noma 012 352 4368 (Research, innovation, and Commercialisation)

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- The completed prescribed application form must be accompanied BY **COMPREHENSIVE CURRICULUM VITAE** and **ORIGINAL** certified copies (within the previous six months) of;
 - all educational qualifications,
 - identity document; and
 - proof of SAQA verification of **foreign qualifications** (if applicable)
 - UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
 - The contact details of three contactable references must be provided, one of which must be from your present employer.
 - The prescribed application form is obtainable from: <http://www.unisa.ac.za/vacancies>
 - 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 must be submitted clearly marked with the name of the relevant College and/or Department, the position applied for and the reference number of the position. Applications must be emailed to IPDatabaseAdministrator@mylife.unisa.ac.za

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

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