#### UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: RESEARCH, POSTGRADUATE STUDIES, INNOVATION AND COMMERCIALISATION

DEPARTMENT: RESEARCH, INNOVATION AND COMMERCIALISATION

POSITION: DIRECTOR: INNOVATION, TECHNOLOGY TRANSFER AND COMMERCIALISATION

**FIVE (5) YEAR CONTRACT** 

(REF: DIR/ITTC/RA/RPIC/AIM/08-2023)

The University of South Africa (UNISA) is a dedicated distance Higher Education institution which is funded by the Department of Education and Training in South Africa. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODeL+) Institution, which offers a variety of academic and career-focused programmes. UNISA is inviting applications for the position of **Director: Innovation, Technology Transfer and Commercialisation (P4).** 

#### Purpose of the job:

To formulate and execute the plans of the Directorate in alignment with the UNISA 2016-2030 Strategy and CODeL Business Model.

## Roles and responsibilities of the Director include the following:

#### **KPA 1: Strategic Direction and Alignment**

- Developing a directorate operational plan and KPI's in support of the departmental strategy and the institution's overall vision and strategy
- Executing the directorate's operational plan and procedures
- Interpreting policies to lower levels and ensuring alignment with Directorate's operational plan.

#### **KPA 2: Operational Leadership and Execution**

- Serving as the University point of contact and liaison for coordination and developing relationships with public/private external organisations, entities, and stakeholders with respect to innovative activities, intellectual property, technology transfer and commercialisation
- Managing the relationships and networks with internal and external stakeholders
- Directing and monitoring the development and execution of innovation policies, processes, and practices
- Forging partnerships for technology transfer and development with industries for technology co-development to enable the University to increase participation in Innovation Support programmes and initiatives
- Promoting and managing internal and external innovation grants and processes to support the development of technology transfer skills and competencies
- Providing guidance and advice to the institution in managing Intellectual Property emanating from the UNISA R&I initiatives in accordance with the IP Policy of UNISA
- Ensuring compliance to the National Intellectual Property Management Office (NIPMO) reporting requirements
- Leading and guiding business development processes and initiatives and create an environment to support innovation, technology development and transfer initiatives , including facilitating training and advocacy programmes
- Participating voluntarily in University' structures/committees on various levels
- Contributing actively to the University within her/his own area of expertise

• Be involved with professional, national and international bodies/boards and/or editorial committees/boards of scientific journals that are related to his/her discipline.

## **KPA 3: Forecasting, Budgeting and Financial Management**

- Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of UNISA
- Compiling and managing the directorate's budget in line with the departmental budget
- Directing and monitoring the directorate's expenditure within budgeted parameters and reporting on variances periodically
- Managing the process of allocation of financial resources within the Directorate
- Managing the function's resources sustainably in accordance with financial principles
- Authorising the procurement of relevant services, equipment, and materials
- Safeguarding the assets allocated to the Directorate
- Ensuring the establishment of financial sustainability through a green Institution-wide culture.

## **KPA 4: People Management**

- Ensuring and monitoring that all staff in the directorate are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Ensuring a high-performance culture in the directorate through taking accountability for an effective and well-articulated performance management process
- Ensuring the implementation of training and development programmes for staff, including personal development plans (PDPs)
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
- Directing implementation of the human resources policies, procedures, and practices
- Building a robust, effective talent and leadership pipeline, succession and HR capacity.

# **KPA 5: Governance and Reporting**

- Monitoring and reporting on progress against operational initiatives
- Monitoring and reporting on legislative and statutory compliance
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)
- Ensuring the development, implementation and review of policies and procedures
- Compiling regular reports to Council, its committees and other relevant structures
- Participating in the annual performance review
- Identifying risks relating to the field of responsibility, and develop and implement mitigating strategies
- Documenting and reporting on directorate specific matters
- Ensuring proper record keeping of all aspects within field of responsibility.

#### Requirements

- Minimum Master's Degree
- Registration with a relevant professional body where applicable
- Doctoral degree will be an added advantage
- Minimum 10 years of relevant Higher Education sector work experience with at least 5 years in a management role.

Assumption of duty: As soon as possible

**Salary**: Remuneration is commensurate with the seniority of the

Position

Closing Date : 14 April 2023

Enquiries : Ms Genevieve Michel 082 440 7009

# Application can be forwarded by email to: innovation@talenting.co.za

- Kindly supply your comprehensive Curriculum Vitae
- Further documentation will be requested from shortlisted candidates
- The contact details of three contactable references must be provided; one must be from your present employer. Should you not be employed, a contactable reference from your previous employer must be provided.
- The detailed advertisement and a Job Description can be found on the UNISA website
- UNISA is not obliged to fill an advertised position.
- Late, incomplete, and incorrect applications will not be considered.
- We welcome applications from persons with disabilities.

Appointments will be made in accordance with UNISA's Employment Equity Plan and other applicable legislation.