



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

RESEARCH AND INNOVATION DIRECTORATE

TECHNOLOGY TRANSFER OFFICE

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga- Rankuwa (North of Pretoria) and the following position(s) is/are currently available:

**Project Coordinator (1 post)
(3 year fixed term contract)**

42/2022/MJM/TTO

Globally, economic growth is attributed to full exploitation of Intellectual Property (IP) emanating from University based research. In recognition of IP's contribution towards economic growth, the Department of Science and Technology established National Intellectual Property Management Office (NIPMO) to provide assistance to public institutions for the establishment of Technology Transfer Office (TTO). Accordingly, SMU, informed by national priorities on the impact of research and innovation, has established Technology Transfer Office with the mandate to identify, record, protect and eventually commercialize intellectual property emanating from research within SMU.

The TTO is looking for an energetic incumbent who will be responsible for providing project management function and support for all innovation related activities in the Directorate and ensure all approved projects of the TTO and Centre for Entrepreneurships Rapid Incubator (CfERI) are executed on time and within the budget. The incumbent reports to the Manager: TTO and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Degree in Natural Sciences and/or Project Management
- At least two (2) years working experience or proven exposure in the field of technology, innovation and/or entrepreneurship
- Experience in Project Management and knowledge of the MS Project or any reputable scheduling program
- Must have basic understanding of Financial Management and reporting
- Must be able to collect and record project information from inception to close-out phase
- Computer literacy (MS Word, Excel, Power Point, Internet, Email)
- Ability to function well without close supervision
- Willingness to work extended hours

COMPETENCIES

- Must be meticulous and pay attention to detail
- Integrity and strict confidentiality
- Stakeholder management skills
- Good writing, communication and presentation skills
- Planning and organisational skills
- Problem solving and decision making skills

KEY PERFORMANCE AREAS

- Coordinating and supporting initiatives of the units such as arranging events like Intellectual Property Seminars, Workshops, etc.
- Working with research teams and inventors to identify Intellectual Property that has sufficient commercial value to push through the commercialization pipelines
- Developing technology assessments and making recommendations related to further development, and the potential for technology transfer
- Maintaining records of all decision making in respect of the university's IP policy and decision making structures
- Prepare and submit quarterly reports as needed
- Providing assistance as required in the development of a commercialisation plan for each commercially viable technology/invention, including identification of potential partners licensing and proposals/business plans for funding for new venture creation.
- Assisting in driving processes around Seed Funding or similar funding mechanisms including undertaking desktop analysis to assist in development and/or evaluation of proposals, deliverables, maintaining records of decisions, etc.
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by Line Manager and/or Director

Closing date: 13 July 2022

All-inclusive salary package: R353 100.00 per annum

Applications from the employment agencies will not be considered

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr MJ Mopai**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment6@smu.ac.za

The applications may also be posted OR hand delivered to (place in an application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3624.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.

Final