



VISION

Shape and own the future

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

MISSION

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

RESEARCH DIRECTORATE

INTELLECTUAL PROPERTY ADMINISTRATOR (P10)-Ref:HRD4

ONE (1) YEAR FIXED TERM CONTRACT

Key Performance Areas:

- Intellectual Property Administration and Management
- Financial Administration
- Project administration
- Technology Transfer awareness/campaign
- General Office Administration

Minimum Requirements:

- National/Diploma in Office Management and Technology.
- Two year's working experience in technology transfer office, intellectual property, innovation and/or research.
- Project management experience and knowledge of managing expenditure against budget.

Recommendations:

- Degree in the related field.
- Good knowledge of the intellectual property of publicly Funded Research and Development Act (51 of 2008) and its Regulations, as well as the MUT's intellectual property right policy.
- Driver's license.

Competencies:

- Understanding of the South African National System of Innovation (NSI).
- Ability to conduct intellectual property searches.
- Knowledge of online submission system (such as the NIPMO KIM system).
- Excellence proficiency in computer office application.
- Good problem solving and conflict management skills.
- Good interpersonal and communication skills (listening, verbal and written).
- Ability to work in a team and maintain confidentiality.

Salary Scale: R300 414.00 – R417 480.00 (P10) basic salary per annum.

Benefits: 13th cheque, housing subsidy, pension, group life, medical aid, and study grant.

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from www.mut.ac.za); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records and proof of professional registration with a relevant professional body where applicable. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees to: Department of Human Resources and Development, Mangosuthu University of Technology, PO Box 12363, Jacobs, 4026 or via email: hr@mut.ac.za.

Enquiries: Tel: (031) 907 7328 / 7560 / 7565

Closing Date: 19 January 2024

Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to an African Male in accordance with our Employment Equity targets including people with disabilities.

The University reserves the right not to make an appointment.