



SENIOR INTELLECTUAL PROPERTY OFFICER

Innovation Services Research Contracts Innovation (RC&I)

RC&I performs *inter alia* the functions commonly associated with a university technology transfer office. We invite applications from suitably qualified and experienced persons for this permanent post. The incumbent as part of the Innovation Services team will be responsible for the screening of Intellectual Property (IP), assisting with the identification of those rights worthy of protection, and assisting with the management of the patent prosecution (and/or other IP registration) process. The incumbent also interacts with Technology Commercialisation Managers to mature and commercialise the IP.

Requirements:

- Four-year degree in science or engineering (NQF 8), ideally an MSc.
- Demonstrated interest in IP issues and a general knowledge of the protection of intellectual property and its commercialisation.
- Some experience working in the technology transfer environment or as an engineer or scientist, ideally in a new product development environment.
- Excellent communication skills (oral and written) and interpersonal skills.
- Ability to work independently and as part of a team.
- Organisational and self-management skills.
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Responsibilities:

- Evaluate and analyse new invention disclosures to determine whether the IP can/should be protected.
- Liaise with consultants, patent attorneys, lawyers and other third party service providers to protect IP.
- Capture relevant information on the IP Management system (*Inteum*) and process associated invoices.
- Assist with the preparation of "Gate Review Reports", as part of the Stage Gate process, that critically analyse the IP prosecution, technology development and market / commercialisation potential of a technology to inform next-stage patenting decisions.
- Assist with the administration associated with funding that is managed by RC&I.
- Contribute material for the Department's website, as well as to support commercialisation and marketing activities.
- Present IP and innovation seminars and training and arranging IP awareness raising events and technology showcases.
- Provide reports from *Inteum* to various stakeholders and participate in the preparation of reports to the National IP Management Office (NIPMO) in particular.
- Travel in order to fulfil work related responsibilities, both on and off campus.

To apply, please e-mail the below documents in a **single pdf file** to Ms Tracy Moore at Recruitment04@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone: 021 650 5405 **Website:** www.rci.uct.ac.za

Reference number: E18196 **Closing date:** 24 May 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.