



# DATABASE OFFICER

(Payclass 08)

## RESEARCH CONTRACTS & INNOVATION DEPARTMENT

In addition to negotiating research contracts entered into with our wide variety of funders, RC&I fulfills the role of a "Technology Transfer Office" managing Intellectual Property (IP), maturing technologies and ultimately commercialising IP through licensing or spin-off company creation (innovation). We invite applications from suitably qualified and experienced persons for this permanent post that will provide administrative assistance to the IP team.

Activities include logging data, reminders and information (relating to invoicing, patent examination and maintenance as well as commercialisation activities) on our IP management system, *Inteum*, as well as running reports that may be distributed to other team members, departments and faculties or inventors. The role requires an understanding (training will be provided) of intellectual property processes so that information received can be captured appropriately and allocated to the correct case, patent application stage, assigned the correct cost allocation code and where necessary appropriate reminders set for future action by case managers and that cost forecasts are maintained for "next events" to support budgeting.

### Requirements:

- (NQF 5) in relevant IT field of study
- 3 years' relevant work experience
- Competence in Microsoft Office and experience of data management in a database

### Skills & Attributes:

- Strong verbal and written communication skills (English), accuracy and attention to detail, teamwork, ability to manage workflow efficiently and systematically.

### Responsibilities:

- **Logging IP Information on *Inteum***
  - Associate documents and Outlook emails at the appropriate corresponding technology or patent level
  - Update the status of cases – e.g. publication and grant dates, etc. and set reminders for deadlines indicated in emails.
  - Capture information from other forms / emails relating to new technologies and patent applications, as well as marketing contacts, inventor numbers, etc. and follow-up where information is missing.
- **Financial Administration**
  - Capture invoices on *Inteum* and manage the authorisation workflow and ultimately their handover to the Senior Finance Officer for processing on SAP.
  - Check vendor statements on receipt to ensure that all invoices have been processed.
  - Import SAP reports to *Inteum* to update various fields.
  - Insert budget information to assist with expenditure forecasts.
- **Statutory Reporting**
  - Prepare statutory reporting and referral information on the National IP Management Office (NIPMO) Knowledge Information System (KIM) in line with deadlines if appropriate.
- **Management of Legal Documents**
  - Route legal documents for signature by the appropriate party, ensure that they are returned, scanned (for *Inteum*) and couriered to the relevant patent attorney.
- **General Reporting and Training**
  - Provide general statistics and reports to various parties by running standard database queries and reports in accordance with specific deadlines, or on an ad hoc basis as required.
  - Train new staff members on how to use *Inteum*.

The annual cost of employment, including benefits is between R 339 870 and R 399 846.

**To apply**, please e-mail the below documents in a **single pdf file** to Yandi Sopete at [Yandi.Sopete@uct.ac.za](mailto:Yandi.Sopete@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 4317

**Website** <http://www.rci.uct.ac.za>

**Reference number:** E20709

**Closing date:** 26 July 2020

*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/main/explore-uct/ee>.*

UCT reserves the right not to appoint.