

JOB DESCRIPTION

REFERENCE NUMBER: AP1018

JOB TITLE: Chief Executive Officer (CEO)

LOCATION: Bloemfontein

BACKGROUND TO POSITION: Position Rationale: The Central University of Technology, Free State (CUT) established CUT Innovation Services Propriety Limited (CUTis) to fulfil the dual mandate of generating third stream income for the university and leveraging the university's innovation ecosystem to promote and support innovation and entrepreneurship.

The CEO oversees the fulfilment of this mandate under the oversight and direction of the Board of Directors. The Board of Directors Report to Council of the University, CUT.

Ensuring that CUTis runs efficiently and effectively as per approved Strategic and Annual Performance Plans.

KEY PERFORMANCE AREAS:

KPA 1: Lead, manage, and recruit competent staff:

- Oversee the recruitment of staff according to the approved organisational structure and annual performance plan,
- Supervise, manage and motivate staff,
- Establish and maintain a culture of high performance and excellence within,
- Embed the values of the organisation to staff,
- Create an enabling and conducive working environment,
- Ensure continual staff development and capacity development.

KPA 2: Lead the development of strategy and operationalization thereof:

- Lead, together with the Board, the development of Strategy and Annual Performance Plans,
- Ensure the approval of strategy and APP by all relevant decision structures,
- Oversee the implementation of individual annual performance plans.

JOB DESCRIPTION

KPA 3: Oversee the establishment and management of governance structures and processes:

- Oversee the process of the review and approval of the Shareholder Compact,
- Oversee the establishment, implementation and maintenance of the Board and its Committees according to best corporate governance prescripts,
- Ensure compliance to governance and legislative prescripts,
- Keep up to date of new development in legislation and response and compliance.

KPA 4: Oversee timeous reporting to the Board and relevant University Structures:

- Ensure the mechanisms for reporting timeously to the Board, Committees and Shareholder are in place,
- Oversee the compilation of all reports and submissions to all relevant structures as may be required ensuring meeting or exceeding the required quality.

KPA 5: Oversee the establishment, implementation and maintenance of business systems, processes, policies and procedures:

- Oversee the process of developing and maintaining of business systems for effective and efficient operations and administration management,
- Oversee the development of and ensure compliance to governance, operational and administrative policies,
- Ensure maintenance and update of the organisation's policy portfolio.

KPA 6: Establish, maintain and manage partnerships and stakeholders:

- Provide leadership in developing and fostering long-term public and private partnerships through sponsored research, corporate alliances, and other opportunities for collaboration,
- Facilitate the identification, sharing, and commercialization of innovative technologies and intellectual property created through CUT's research and development activities, as well as open innovation,

JOB DESCRIPTION

- Expand awareness of the importance of technology sharing, and key resources for researchers to understand the best ways to successfully share and commercialize their innovations,
- Build and maintain strong relationships with faculty, staff and students, and facilitate collaboration between researchers and academic units,
- Develop relationships with industry, entrepreneurs, potential licensees and partners, investors, business, government, and community leaders,
- Support the establishment of corporate alliances, sponsored research and grant funding opportunities that are consistent with CUT's mission and overall research priorities,
- Work with clients and faculty to develop turnkey programmes designed to meet specific needs of the client,
- Participate in relevant forums and communities of practice and keep up to date with development in relevant fields.

KPA 7: Oversee the management all the functions of the organization:

- Oversee the management of commercial business functions,
- Oversee the management of support and administrative functions,
- Oversee the management of the Innovation and Technology Transfer Function,
- Ensure all operational requirements of functions are met, including resourcing thereof.

KPA 8: Ensure financial sustainability of the organization and achievement of quarterly and annual revenue and profit targets:

- Ensure continual development of products and services that meet client needs and ensure these are adequately marketed,
- Drive revenue and profit generation to meet quarterly and annual targets,
- Drive the growth of the organisation whilst complying to the Environmental, Social and Governance (ESG) prescripts,
- Maintain and update the project pipeline to

JOB DESCRIPTION

drive bookings and conversion of bookings to revenue.

KPA 9: Ensure compliance to legislation, laws and policies:

- Ensure compliance with all relevant legislation,
- Keep abreast of legislative developments and respond accordingly to ensure compliance to such,
- Where appropriate, ensure capacity development in this regard.

Core Competencies:

- Highly collegial and collaborative work style at all levels/Strong interpersonal skills,
- Ability to lead and manage change successfully,
- Strategic thinker with strong leadership, analytical and problem-solving skills,
- In-depth knowledge of innovation and entrepreneurship institutional arrangements and related funding instruments,
- In-depth knowledge of the higher education sector and its related innovation and support mechanisms/instruments,
- Knowledgeable about the principles of IP as espoused by the IPR Act,
- General knowledge of the innovation ecosystem and its key stakeholders in South Africa,
- Strong business acumen,
- Proven negotiation skills,
- Ability to achieve company growth projections and targets in a dynamic and competitive environment.

INHERENT CRITERIA:

Education:

- Postgraduate degree in Management: Business or Finance; AND
- An undergraduate degree in Science or Engineering.

Experience:

- Minimum 5 years Demonstrable Executive Management Level Leadership,
- Strategic management and planning,
- In-depth understanding of Finance and

JOB DESCRIPTION

- budgeting/Management of organisational budget,
- Management of organisational human resources,
- Understanding and implementation of good corporate governance,
- Experience as a Board Member or involvement in substantive Advisory Body within the innovation and/or entrepreneurship landscape,
- Experience in revenue generation.

Added advantage: Qualification and Experience:

- Postgraduate degree in Technology Management OR Innovation Management OR Intellectual Property Management OR Venture Creation OR Entrepreneurship,
- Experience in technology development or innovation management environment,
- National or regional system of innovation,
- Involvement in sector bodies associated with research or innovation or intellectual capital,
- Certified Director or advanced registration towards certification.

Statutory & Other Requirements:

- General Understanding of the Companies Act.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **AP1018** to Genevieve Michel c/o at cutisceo@talenting.co.za