

JOB DESCRIPTION

REFERENCE NUMBER: AP1030

JOB TITLE: Director: Innovation and Technology Transfer and Commercialisation (5 Year Fixed – Term Contract)

LOCATION: Pretoria

BACKGROUND TO POSITION: The University of South Africa (UNISA) is a dedicated distance Higher Education institution which is funded by the Department of Education and Training in South Africa. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODEL+) Institution, which offers a variety of academic and career-focused programmes. UNISA is inviting applications for the position of **Director: Innovation, Technology Transfer and Commercialisation (P4)**.

Purpose of the job:

To formulate and execute the plans of the Directorate in alignment with the UNISA 2016-2030 Strategy and CODEL Business Model.

KEY PERFORMANCE AREAS:

KPA 1: Strategic Direction and Alignment

- Developing operational plan and KPI's in support of the departmental strategy in support of the institution's overall vision and strategy,
- Executing the directorate's operational plan and procedures,
- Interpreting policies to lower levels and ensuring alignment with Directorate's operational plan.

KPA 2: Operational Leadership and Execution

- Serving as the University point of contact and liaison for coordination and developing relationships with public/private external organisations, entities, and stakeholders with respect to innovative activities, intellectual property, technology transfer and commercialisation,
- Managing the relationships and networks with internal and external stakeholders,
- Directing and monitoring the development and execution of innovation policies, processes, and practices,

JOB DESCRIPTION

- Forging partnerships for technology transfer and development with industries for technology co-development to enable the University to increase participation in Innovation Support programmes and initiatives,
- Promoting and managing internal and external innovation grants and processes to support the development of technology transfer skills and competencies,
- Providing guidance and advice to the institution in managing Intellectual Property emanating from the UNISA R&I initiatives in accordance with the IP Policy of UNISA,
- Ensuring compliance to the National Intellectual Property Management Office (NIPMO) reporting requirements,
- Leading and guiding business development processes and initiatives and create an environment to support innovation, technology development and transfer initiatives, including facilitating training and advocacy programmes,
- Participating voluntarily in University' structures/committees on various levels,
- Contributing actively to the University within her/his own area of expertise,
- Be involved with professional, national and international bodies/boards and/or editorial committees/boards of scientific journals that are related to his/her discipline.

KPA 3: Forecasting, Budgeting and Financial Management

- Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of UNISA,
- Compiling and managing the directorate's budget in line with the departmental budget,
- Directing and monitoring the directorate's expenditure within budgeted parameters and reporting on variances periodically,
- Managing the process of allocation of financial resources within the Directorate,
- Managing the function's resources sustainably in accordance with financial principles,

JOB DESCRIPTION

- Authorising the procurement of relevant services, equipment, and materials
- Safeguarding the assets allocated to the Directorate,
- Ensuring the establishment of financial sustainability through a green Institution-wide culture.

KPA 4: People Management

- Ensuring and monitoring that all staff in the directorate are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied,
- Ensuring a high-performance culture in the directorate through taking accountability for an effective and well-articulated performance management process,
- Ensuring the implementation of training and development programmes for staff, including personal development plans (PDPs),
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter,
- Directing implementation of the human resources policies, procedures, and practices,
- Building a robust, effective talent and leadership pipeline, succession and HR capacity.

KPA 5: Governance and Reporting

- Monitoring and reporting on progress against operational initiatives,
- Monitoring and reporting on legislative and statutory compliance,
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship),
- Ensuring the development, implementation and review of policies and procedures,
- Compiling regular reports to Council, its committees and other relevant structures,
- Participating in the annual performance review,
- Identifying risks relating to the field of responsibility, and develop and implement mitigating strategies,
- Documenting and reporting on directorate

JOB DESCRIPTION

INHERENT CRITERIA:

- specific matters,
- Ensuring proper record keeping of all aspects within field of responsibility.
- Minimum Master's degree
- Registration with a relevant professional body where applicable
- Doctoral degree will be an added advantage
- Minimum 10 years of relevant Higher Education sector work experience with at least 5 years in a management role.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A completed UNISA application form.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees, one of which must be from your present employer. If currently unemployed, a contactable reference from your previous employer must be provided.
- Certified copies of matric and degree certificates and Identity Document.
- Proof of SAQA verification of foreign qualifications, where relevant

To apply please forward your application quoting reference number **AP1030** to Genevieve Michel c/o innovation@talenting.co.za