The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

PROFESSIONAL SERVICES

Re-Advert

TECHNOLOGY TRANSFER ADMINISTRATOR – (8 MONTHS FIXED-TERM CONTRACT)
GRADE 10
UKZN INQUBATE
HOWARD COLLEGE

REFERENCE NUMBER: RO 01/2025

The Administrative Officer will be responsible for providing full administrative and commercialisation support to the Technology Transfer Office (TTO) at UKZN InQubate. The incumbent will work closely with the Manager in ensuring that the portfolio is adequately supported in areas including but not limited to IP administration, financial administration, marketing administration, coordination of meetings and compilation and submission of relevant TTO documentation.

Minimum requirements:

- A one-year relevant qualification and three years relevant experience
- Familiarity with South Africa's Policy landscape relating to research, innovation systems, science and technology and Intellectual property commercialisation, including patenting.
- Excellent computer skills particularly in MS Word, PowerPoint and Excel, to facilitate drafting of documents, preparation of spreadsheets and presentations.
- The ability to liaise effectively and courteously with individuals at all levels of seniority, in funding streams. government agencies, private companies, and with university staff.
- Demonstrable planning and multitasking capabilities

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to DlaminiK5@ukzn.ac.za, Advert Reference Number MUST be clearly stated in the subject line.

The closing date for receipt of applications is 02 May 2025