



DIVISION: Research, Innovation,
Commercialisation & Internationalisation

DEPARTMENT: Technology Transfer and
Innovation

POST: Intellectual Property Manager

POST N°: 7474
PEROMNES GRADE: 06

JOB DESCRIPTION: The Intellectual Property (IP) Manager is responsible for managing and overseeing the development and protection of the intellectual property generated by the university's research and innovation activities. This position will play a key role in driving the university's efforts to generate IP, ensuring compliance with intellectual property laws, and providing support to researchers in identifying, securing, and managing IP rights

Key performance areas include but are not limited to:

- Lead efforts to generate and manage a robust IP portfolio.
- Provide strategic guidance to researchers on IP identification, protection, and management.
- Manage IP assessments and coordinate patent filing, trademark registration, and other relevant IP activities.
- Align IP efforts with the university's innovation strategy, supporting research focused on IP generation and commercialization.
- Ensure adherence to IP laws and institutional policies, managing IP-related contracts (licenses, agreements) and documentation.
- Serve as the primary contact for external IP agents and attorneys, maintaining accurate IP records.
- Collaborate closely with researchers to identify and protect potential IP arising from research activities.
- Provide training and workshops on IP awareness, protection strategies, and commercialization pathways.
- Act as a liaison between researchers, TTO, and external stakeholders to facilitate IP-related projects.
- Engage with external stakeholders, fostering collaboration with industry partners and internal departments to promote innovation and commercialization.

APPLICATION CRITERIA:

Qualifications and experience:

- LLB, or BCom Law Hons, **or**
- BSc/BEng with PGDip in IP Law or Technology Management.
- Advanced Certification in Intellectual Property Management.
- Minimum of 3 years in Intellectual Property Management, Technology Transfer, or Research Commercialization.

Skills and Competencies:

- Ability to guide research ideas into intellectual property.
- An understanding of the South African and international patenting processes.
- In depth knowledge of the South Africa's policy landscape relating to research, innovation systems, science and technology and intellectual property.
- Ability to work collaboratively with researchers and external stakeholders
- Excellent communication (verbal and written), Building Partnerships, Communication, Decision Making, Collaboration, strategic and operational direction setting,
- Continuous / Process Improvement, Flexibility / Adaptability, Initiative, Innovation,

- Planning and Organisation, Time Management, Problem Solving, people management, Teamwork,
- Analytical Thinking Technical Expertise and Ability to apply discretion and latitude.

CLOSING DATE FOR APPLICATIONS: 18 March 2025

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment3@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Angie Mabona Tel 016 950 9452 / email address: angie@vut.ac.za

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

