

## **EXPRESSION OF INTEREST**

### **Technology Transfer Administrator, Grade 10: Research Division**

An opportunity has arisen in the Research Division for an employee to be seconded in the position of Technology Transfer Officer for a period of 5 (five) months, while recruitment for the role proceeds.

The Administrative Officer will be responsible for providing full administrative and commercialisation support to the Technology Transfer Office (TTO) at UKZN. 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.

According to the Policy "Redeployment, Secondment, Transfer and Acting Appointment," the employee should meet most, if not all, requirements.

#### **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 university staff.
- Demonstrable planning and multitasking capabilities

Interested employees should send an expression of interest, explaining how they meet the minimum requirements sufficiently to perform adequately in the role, to Kholeka Dlamini (DlaminiK5@ukzn.ac.za) by no later than **1<sup>st</sup> July 2025**.