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The Water Research Commission (WRC) is a dynamic hub for water and sanitation knowledge, innovation and intellectual capital, providing leadership and support research, development and innovation of water and sanitation solutions. It engages stakeholders and partners involving water and sanitation challenges and opportunities, which are crucial to South-Africa's sustainable development and economic growth, and is committed to promoting a better quality of life for all. The WRC is a schedule 3A public entity and adherence to required legislation is imperative to the organization's strategy and values.

Applications are invited from suitably qualified, experienced and passionate individuals for the Pretoria-based position of:

Technology Transfer Administrator (Ref: TTA)

(24 month contract)

The WRC is looking for a creative, passionate and agile thinking individual to join the Technology Transfer Unit in the position of **Technology Transfer Administrator**. The WRC Technology Transfer Unit is responsible for strengthening the WRC's service offerings for internal and external innovators, entrepreneurs and enterprises by providing Intellectual Property advisory services. As a member of this team, the successful candidate will provide administration and support services to the Unit. The Technology Transfer Administrator will form part of the Innovation and Impact Branch and will report to the **Technology Transfer Manager**.

Applicants must be in possession of a Degree in a related field / NQF equivalent level 7 qualification. Training in Intellectual Property would be advantageous. At least 1 year experience in the technology transfer related environment or 1 year in Science/Innovations support functions whilst 2-3 years' experience in a related environment will be an advantage. Knowledge of Technology Transfer and Innovation administration environment is essential together with report writing skills.

As the Technology Transfer Administrator, you will be responsible to providing administrative support, this includes all logistical arrangements related to the departmental workshops, conferences, meetings and travelling arrangements. The incumbent will also be responsible to assist in providing technology transfer information support services by assisting in monitoring and maintaining an updated database information system, and assisting in collating and submitting all required information to prepare submissions to the relevant statutory bodies. Furthermore, the successful applicant will be required to assist in providing content for social media channels and report, arranging technology transfer and strategic programme events and assist in executing the technology transfer marketing and communication plan.

The appointment will be made in line with the WRC's employment equity plan and the WRC supports applications from individuals with a disability. To apply please submit your CV to Human Resources, via email to hr@wrc.org.za quoting clearly the reference number as a subject matter. Only CV's received via



email will be considered. The closing date for all applications is **22 March 2022**. Applicants who have not been contacted by **30 April 2022** should consider their application for this position as unsuccessful.

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