



Lynnwood Bridge Office Park, 2nd Floor, Bloukrans Building,
4 Daventry Street, Lynnwood Manor, Pretoria, 0081
Private Bag X03, Gezina, 0031, South Africa

Tel: +27 (0)12 761 9300
Fax: +27 (0)12 331 2565
Email: info@wrc.org.za
Web: www.wrc.org.za

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 Officer (Ref: TTO)

(32 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 Officer**. 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 applicant will provide administration and support services to the Unit. The Technology Transfer Officer 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 / RPL accredited certification at NQF level 7. At least 2 years experience in the technology transfer related environment or 2 years experience in Innovations/Science support function, whilst 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 Officer, you will be responsible for providing administrative support, this includes all logistical arrangements related to the departmental workshops, conferences, meetings and traveling arrangements. The incumbent will also be responsible for providing technology transfer information support services by monitoring and maintaining an updated database information system, and collating and submitting all required information to prepare submissions to the relevant statutory bodies. Furthermore, the successful applicant will be required to provide content for social media channels and report, arrange technology transfer events and execute 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.

