



Intellectual Property Management Intern

Research Contracts & Intellectual Property Services
DEPARTMENT OF RESEARCH & INNOVATION

The National Intellectual Property Management Office (NIPMO), as part of its capacity development initiatives in the Technology Transfer space has funded a one-year Internship post at Research Contracts & Intellectual Property Services (RCIPS) which fulfils the Technology Transfer Office role at the University.

The Intern will be developed in terms of intellectual property management and commercialisation through experiential learning alongside the IP Management Team, as well as through e-learning and coursework.

The training will build on the candidate's technical science or engineering base to develop their competence in intellectual property management and the commercialisation of technology within a university environment.

Requirements:

- Qualification in engineering or a Master's degree or higher in science, preferably a PhD in science.
- Some working experience as an engineer or scientist.
- Real and demonstrated interest in intellectual property issues.
- Excellent communication skills (oral and written) and interpersonal skills.
- Ability to work independently and as part of a team.
- Organisational and self-management skills.

Responsibilities:

Invention Disclosure

- Participate in the evaluation and analysis of new invention disclosures (initial review; meeting with inventors; collect & evaluate information)
- Liaise with consultants, patent agents, lawyers and other third party service providers
- Support the IP Scouts in their activities and undertake IP scouting activities, which may include presentations to research groups and departments.

Case Management

The IP Intern will assist other Case Managers with the management of their cases. These activities will include:

- Capture relevant information on the Intellectual Property Database Leonardo and maintain appropriate hardcopy records
- Prepare material (search reports, patent status information, budget/expenses) to assist reviewers
- Participate in the review of cases by the RCIPS team
- Develop queries and reports on *Leonardo* / the extension database.

Commercialisation & Innovation

- Conduct secondary (and primary where possible) market research
- Identify industry leads for potential license agreements
- Promote technologies in case load, which may involve drawing up (in conjunction with the inventors, or an external consultant) technology package descriptions and submitting these to potential licensees or web-based IP marketing initiatives such as Tektique
- Understand the basics of Agreements associated with the Technology Transfer environment (e.g. license agreements, non-disclosure agreements, inter-institutional agreements, etc.)



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Additional Responsibilities

- Web Content – generate new material for the RCIPS website, as well as write appropriate news articles for publication on the site, or in newsletters.
- Knowledge of the UCT IP Policy and relevant IP legislation, e.g. IP Rights from Publicly Funded Research Act.
- Recommend improvements to the IP Database *Leonardo* to keep abreast of changing data capture and reporting requirements.

The annual cost of employment, including benefits (where applicable), is between R200,000 and R240,000.

Application process:

Please email:

- a letter of motivation
- a CV of maximum 4 pages (no certificates)
- a completed HR201 form (download from <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>)
- Email/tel details of two referees

to: Dr Andrew Bailey, Intellectual Property Manager, Research Contracts & Intellectual Property Services, University of Cape Town, Rondebosch, 7701, Tel: (021) 650 2425 email: Andrew.Bailey@uct.ac.za

Address: Research Contracts & Intellectual Property Services, Department of Research & Innovation, University of Cape Town, Rondebosch, 7701, Tel: (021) 650 4015

Telephone: +27 21 650 4015; **Faculty/Departmental website:** www.rcips.uct.ac.za

Reference number for this position: RCIPS 2/2013

Closing date for applications: Friday 15 February 2013

UCT is committed to the pursuit of excellence, diversity and redress. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>