



## **SENIOR LEGAL ADVISOR: COMPLIANCE, TRAINING & BUSINESS SPECIALISATION** (Payclass 12) **RESEARCH & INNOVATION**

We seek to attract a suitably experienced and qualified individual to the post of Senior Legal Advisor: Compliance, Training & Business Specialisation.

The incumbent in collaboration with the other Senior Legal Advisor: Compliance, Training & Business Specialisation:

- a) Coordinates the development of course material and courses to assist administrators and researchers to understand the internal processes, procedures, and policies as it relates to research as well as relevant legislation and local and international compliance requirements.
- b) Responsible for research contracts/administration information on RC&I's website.
- c) Coordinate compliance matters that need to be implemented/addressed.
- d) Responsible and shows expertise in the drafting of complex business-related agreements and legal documentation associated with spin-out companies.

### **Requirements:**

- Professional qualification in law (NQF 8) or Qualified Attorney.
- At least eight years of sponsored research administration experience or equivalent or if a qualified attorney, at least five years of sponsored research administration experience or equivalent.
- Strong oral and written communication skills.
- Good interpersonal skills.
- Managerial and project management skills.
- Excellent knowledge of contract law, and legislation relevant wrt higher education environment.
- Good knowledge of international funders' terms and conditions and international compliance requirements
- Excellent understanding of industrial contracts, contract administration, research policies, intellectual property, and financial issues.
- Excellent understanding of complex business-related agreements and legal documentation associated with spin-out companies e.g., shareholder agreements, memoranda of incorporation, preference share and other commercialization agreements.
- Ability to work effectively in a fast moving, action orientated, customer-focused service environment.

### **Responsibilities include:**

- Draft, negotiate and finalise research & research related agreements.
- Identifying contractual issues such as compliance, conflict-of-interest, financial & compliance, conflict-of-interest, financial & reporting requirements.
- Negotiation of intellectual property and publication rights, confidentiality, indemnification clauses.
- Interact and coordinate with a wide variety of faculty, staff, administration, and funders during the negotiation process.
- Ensure the VAT attributes are in line with budget and costing per legislation and policies.
- Capturing relevant agreement information on the Electronic Research Admin (ERA) System i.e. to ensure contractual records are kept up to date.
- maintenance and content management of relevant contracts, compliance and funder related information on website are up to date.
- Serve on relevant UCT and external committees.
- Provide expert input and assist in policy, process, and procedure development.

The annual remuneration package, including benefits, is between **R 961 360 and R1131 011**.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Hlubi Ntsizi at [recruitment07@uct.ac.za](mailto:recruitment07@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>),
- Motivation letter indicating the way you meet the requirements and,
- Curriculum Vitae (CV).

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

**Website:** [www.uct.ac.za](http://www.uct.ac.za)

**Reference number:** E230301

**Closing date:** 22 August 2023

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eeepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eeepolicy.pdf)."*

UCT reserves the right not to appoint.