



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

DEPUTY REGISTRAR (INTELLECTUAL PROPERTY MANAGEMENT), GRADE 14 – AD/12/155/22 (1 POST)

The position

The position is domiciled in Administration Department. The successful candidate will be deployed to the Office of the Associate Vice-Chancellor (Research, Innovation and Enterprise). The University reserves the right to deploy anywhere within its establishment.

Job specifications (Applicants must have)

- Masters degree in Administration, Educational Administration, Education, Communication, Management, Public Administration, Human Resource Management, Business Administration or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years experience, 3 of which must be at the level of Senior Assistant Registrar Grade 13
- Member of a recognized, relevant professional body
- Computer literacy

Job description

- Implementing the University of Nairobi Intellectual Property (IP) policy.
- Efficient administration of the Intellectual Property Management Office.
- Facilitating the protection of Intellectual Property Rights of the University, its innovators, inventors, plant breeders, research sponsors and the public.
- Facilitation of commercialization of the University's Intellectual Property.
- Providing Intellectual Property information to the University Community
- Facilitating innovation commercialization mentorship and trainings in collaboration with relevant institutions and industry.
- Innovation incubation in collaboration with innovators
- Advising on Intellectual Property clauses and implications in collaboration agreements.
- Facilitating Non-Disclosure agreements, Material Transfer Agreements and Technology Licensing agreements.
- Implementation of fair and equitable distribution of benefits accruing from the University's innovations, inventions and Plant Breeders activities as provided in the University's Intellectual Property policy.
- Planning and execution of Nairobi Innovation Week and other related activities.
- Any other related duties as may be assigned from time to time

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-drg14ipm@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**

