



## WE ARE HIRING

### Directorate of Research, Innovation and Partnerships

#### Research, Technology and Innovation (RTI) Contracts and Compliance Coordinator

##### Requirements

A Bachelor Degree (NQF Level 8) in Law, Contract Law, Contract Management, Risk Management, Compliance Management, Business Management, Finance, Accounting, or a related field. Master's Degree is an advantage. At least five (5) Years of relevant experience in a related field of industry (a regulatory or legal department as a Compliance Analyst, Compliance Officer, or a similar role); A Certificate or Training in Intellectual Property and related courses as well as Financial Advisory and Intermediary experience will be an advantage. Strong understanding of intellectual property rights, technology transfer, and industry-sponsored research. Ability to work during formal work hours and, when necessary, after hours. Ability to work collaboratively in a fast-paced environment and manage multiple priorities effectively.

##### Job Description

To monitor research and innovation compliance with external regulations, and internal policies and procedures. Enable the reporting, information provision processes, and provide assurance to the Directorate regarding the University's Research Compliance Status. To ensure the pro-active identification of compliance breaches and prompt responses thereto ensure that the University maintains and improves donor regulatory and internal compliance. To conduct a risk assessment and management for assurance and protection of the University's reputation and integrity. To proactively embed a compliance culture within the University. Conduct thorough reviews, analyses and deal structuring of contract/agreement terms and conditions to identify potential risks and ensure alignment with institutional policies and regulatory requirements. Collaborate with research administration, Legal Advisor, and other departments to resolve contractual issues and ensure compliance with relevant laws, regulations, and funding agency requirements. Maintain accurate records and documentation of RTI contracts, amendments, approvals, and compliance activities. Monitor and track key performance indicators related to RTI contracts and compliance activities, providing regular reports and updates.

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#### EMPLOYEE VALUE PROPOSITION



Compensation



Career and Personal Growth



Work and Environment



Rewards and Recognition



Benefits

Join NUST to advance your career and shape Namibia's future in a supportive and nurturing community of learning.

#### Closing Date:

**10 JULY 2024**

The normal retirement age is 65 years.

NUST, an equal opportunity employer, invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, certified copies of qualifications as well as the names and full contact details (including e-mail addresses) of at least three credible work-related referees to: e-mail, [recruitment@nust.na](mailto:recruitment@nust.na), Private Bag 13388, 13 Jackson Kaujeua Street, Windhoek, NAMIBIA or visit <https://nieis.namibiaatwork.gov.na> On e-mail applications, please enter the title of the position in the subject line. On e-mail applications, please enter the title of the position in the subject line.

All foreign qualifications must be validated by the NQA. Only shortlisted candidates will be contacted. No documents will be returned.