



POSITION AT WITS ENTERPRISE

Wits Commercial Enterprise (Pty) Ltd is a private company, wholly owned by the University of the Witwatersrand, Johannesburg, which is mandated to perform the function of office of technology transfer of the University, through the Innovation Support Unit. The mission of the unit is to help Wits researchers navigate the innovation journey towards viable ventures. Wits Enterprise is also involved in the marketing and commercialisation of the University's intellectual capital through short course management as well as contract research and consulting support. It is based at the Professional Development Hub on the Wits East Campus, Empire Road, Braamfontein, Johannesburg.

Seed Fund Manager (Closing Date 19 December 2019)

Reporting to the Director Innovation Support, the incumbent will be primarily responsible for management of all procedures, systems, and governance of the Pre-Seed and Seed Funding, to ensure robust, efficient decision making and reporting on the progress, outputs and outcomes of Seed Funded projects. Pre-Seed and Seed (referred to here as "Seed" funding involves provision of modest amounts of funding (typically less than R100k for Pre-Seed and less than R1m for Seed) to support the early steps of development and commercialisation of innovations. More information is detailed below.

QUALIFICATION, EXPERIENCE AND OTHER REQUIREMENTS:

Minimum Requirements

The successful incumbent shall have as a minimum:

- A bachelor's degree (NQF level 7 or higher)
- 5 years' relevant experience in a technology transfer function within a University or tech start-up Incubator where a form of Seed Funding has been available, including:
 - o Management of processes and systems associated with the Seed Fund / management of several Seed funded projects within a structured Seed Fund process
 - o Exposure to, and working within, the mandate and governance structure of a Seed Fund
 - o Knowledge of the typical processes associated with high tech product/service development and commercialisation
 - o Exposure to the negotiation of terms of funding
 - o Knowledge of the National System of Innovation and key actors within that, especially as it relates to commercialisation of technologies emanating from publicly financed research and development and the funding landscape
- A passion for and interest in pursuing a career in the development and commercialisation of innovations
- Appreciation of the typical processes involved in, as well as challenges and opportunities in commercialising innovations created in research intensive institutions
- Excellent communication skills, ability and interest to work across a range of different disciplines, proven management skills, as well as excellent organisation skills and attention to detail.

Desirable Experience and Qualifications

- Master's degree in science and/or engineering, or a management degree
- Direct involvement in the development and commercialisation of novel technology based innovations etc.

- Fund raising with external funders
- Experience managing venture capital/investment fund regulatory processes
- Experience with s12J of the Income Tax Act
- Working in a technology transfer office in a University.

Other Critical Requirements

Applicants **must** be currently resident in South Africa, as well as hold South African citizenship OR a South African work permit valid until 2024.

JOB SPECIFIC FUNCTIONS: SEED FUND MANAGER

1. Seed Fund Management

- Establishing the mandates, processes and systems associated with the Wits Seed Fund
- Management of the Wits Seed Fund, where funding may be secured from different sources, requiring the management of nuanced mandates within the same Seed Fund framework
- In consultation with the Innovation Support team, managing calls for funding, including establishing the norms, fund criteria and applications procedures, raising awareness of the Seed Fund, engaging with key stakeholders, screening of applications, engaging with applicants pre and post funding award
- Providing a secretariat function to the Seed Fund Investment Committee (InvestCo), and managing all reporting to funders/stakeholders, including receiving reports from project leaders and/or Innovation Support managers and engaging with InvestCo and relevant team members to ensure sound governance of the Seed Fund
- Providing overall Seed Fund portfolio management and risk identification
- In collaboration with the Director of Innovation Support, raising additional funding for the Seed Fund
- Promoting the value and impact of the Seed Fund within the University and beyond

2. General

- Working in support of the core processes of the Innovation Support unit, and fellow team members' activities
- Other activities/functions as required and/or delegated by the Director of Innovation Support and Wits / Wits Enterprise principals

3. Developmental Functions

- Raising awareness of, and providing relevant training interventions to ensure full understanding of Seed Fund process within the Innovation Support unit, Wits Enterprise, the University, and beyond
- Participating in internal and external workshops, conferences etc. to broaden own skills and contribute to the innovation support profession.

APPLICATION PROCEDURE

Please prepare an application as follows:

- (i) Covering letter indicating the post you are applying for, and clearly outlining
 - your skills and experience and how these lend themselves to the requirements for the job,
 - your motivation for applying and reasons for leaving the current position,
 - your most recent/current total annual cost to company remuneration,
 - the names and contact details of at least three (3) references, indicating their relationship to you.
- (ii) A comprehensive CV
- (iii) A copy of your identity document or work permit, as appropriate.
- (iv) Proof of residence

Submit the above to: recruitment.witsenterprise@wits.ac.za indicating the position applied for clearly in

the subject line. Wits Enterprise reserves the right not to consider applications that do not include all of the above.

Closing date: 19 December 2019

Wits Enterprise pursues the principles of employment equity and reserves the right not to make an appointment. As indicated above, only applicants already resident in South Africa, with South African citizenship or work permits valid until at least 2024, will be considered. Communication will be with short listed applicants only.