

Job Description

Manager - Innovation & Commercialization (Manager I&C)

The Manager Innovation & Commercialization supports the Director while managing, developing, and promoting I&C activities. He will be responsible for encouraging, and, disclosure, protecting, marketing, and licensing institutional inventions and intellectual property. Primarily focused on the day-to-day operations of the office and the management of faculty training and marketing outreach of intellectual property.

The key role of the Manager I&C is to encourage and enhance the university's entrepreneurial environment by strengthening university-industry relationships as well as expanding partnerships with the public and private sector organizations, national and international donors, and all other community-based organizations. Relevant experience as below is mandatory

1. Prepare Annual Calendar for I&C events/ activities.
2. Develop and submit the 5-year strategic plan of I&C and ensure its proper compliance.
3. Make arrangements for the industry representatives or community members regarding potential research subjects at the University.
4. Organize events for industry or entrepreneurial stimulus, or for community engagement or community awareness at and outside of the University.
5. Promote entrepreneurship, technology transfer, and commercialization activities that energizes and supports the local and national economy.
6. Provide information to faculty about various available Innovation & Commercialization events.
7. Arrange Innovative ideas events/ competitions in the University and participation of University in such events organized at National/ International level.
8. Linkages with Industry/ Chamber of Commerce/ Private& Public Organizations. Bridge the gap between academia and industry and provide crucial advice on matters to promote university-industry linkages and commercialization.
9. Arrange/ conduct seminars, conferences, and training programs for faculty awareness and faculty industry interaction. Interface between faculty and the commercial sector.

10. Establishment of links with donor Organizations.
11. Market analyses of University intellectual property to provide assistance and guidance to the staff/ students on patent filing and licensing.
12. In-house preparation and filing of provisional patent applications/ Funding for patent applications.
13. Work with patent counsel to assess patentability/ licensing
14. Evaluate markets for commercialization of inventions
15. Identify potential licensees & Negotiate terms of licenses. Assist with negotiating problematic sponsored research agreements.
16. I&C Policy analysis development & Administrative support
17. Develop business plans and help the faculty/ students' startup companies.
18. Submit a report (Monthly) on the Innovation & Commercialization progress and challenges of the university.
19. Preparation and Completion of HEC-Annual report (*i.e. "Innovation & Commercialization" and "Sustainability & Capacity building" sections*), every year by 30th June.
20. Work with the Director to set goals and responsibilities within the ORIC office and monitor procedural efficiencies. Perform any duty assigned by the Director ORIC.
21. Maintain University's Database/ webpage regarding I&C.