



Wits Commercial Enterprise Pty Ltd

(Registration No: 2002/008461/07)
University of the Witwatersrand, Johannesburg
3rd Floor, PDH, Gate 6, 92 Empire Road, Braamfontein, 2001
PO Box 514, Wits, 2050
South Africa

Position Title	Research Business Development Manager
Organisation	Wits Commercial Enterprise (Pty) Ltd (“Enterprise Enterprise”); a wholly owned subsidiary of the University of the Witwatersrand, Johannesburg
Reporting to	Director: Research Support and Consulting Unit

Purpose/Description of Job

To assist the Research Support and Consulting team to grow the portfolio, in number and value, of contract research and consulting projects supported by the Company. The Research Business Development Manager (“RBDM”) will be required to build and maintain networks of University researchers as well as industry, government and other research funders. The RBDM will be expected to seek opportunities to grow business from both existing customers as well as from new customers. However, the core focus of this position will be on sourcing external funding opportunities and growing Wits Enterprise’s portfolio of external clients.

Activities and Responsibilities

- Identification / Sourcing of research and consulting opportunities
- Costing of funding proposals
- Proposal and tender preparation and submission
- Performance monitoring and reporting
- Marketing and Sales
- Supporting project implementation process
- Developing and maintaining client relationships and overall client database
- Other duties related to the scope and nature of the abovementioned work.

Minimum requirements

- A tertiary qualification (NQF 7 / University Degree) at least 5 years working experience in research management / research business development / project management field.

Desirable experience and qualifications

- A tertiary qualification (NQF 9 / Masters Degree) at least 8 years working experience in research management / research business development / project management field.

Competencies (Knowledge, Skills and Behaviours)

- Knowledge of contract research, directed research and consulting.
- Understanding of both the commercial and the university environment.

- Good writing skills with ability to prepare research and consulting proposals and tenders.
- Understanding of project pricing and project costing and ability to negotiate.
- High degree of communication skills with particular ability to create and maintain networks.
- Ability and track record of writing successful proposals and tenders.
- High degree of computer literacy in MS Office Suite.
- Understanding of reporting and ability to both produce reports and present at Executive Level

To apply please submit a covering letter clearly outlining your skills and experience, indicating the post you are applying for, together with a CV and the names and contact details of at least three (3) references to: The CEO, Wits Enterprise, P.O. Box 514, Wits, 2050 or by email to recruitment.witsenterprise@wits.ac.za

Closing date: Monday 20 November 2017 (close of business)

Wits Enterprise pursues the principles of employment equity and reserves the right not to make an appointment.