



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

The University seeks to recruit applicants with requisite qualifications, skills and experience for the following post in Research and Internationalisation in the Vice Chancellor's Office: -

RESEARCH UPTAKE MANAGER (1 POST)

The Research Uptake Office is an essential part of the research team leading this consortium. The purpose of this role is to maximize the impact of the research generated by the university and to develop implementation and policy influencing strategies linked to research results. The incumbent would also participate in the activities related to disseminating research output regionally and internationally; and will be responsible to the Director of Research and Internationalisation.

Roles and Responsibilities

- Assists in gathering information for drafting of policies, plans and programmes for technology based enterprise development.
- Oversees the research communication strategy and related Programme management activities at the University.
- Guides the implementation of frameworks, standards and procedures for the technology based enterprise.
- Trains researchers, innovators and prospective entrepreneurs.
- Assists researchers to write, copy-edit, publish and promote regular research summaries, briefing notes, analytical reports, articles, blogs, social media posts and presentations based on research findings.
- Participates in the development and management of the information system on the establishment of start-ups, spin-offs and SMEs based on the research activities.
- Facilitates and contributes to the use of research evidence by researchers, communities, policy-makers and other stakeholders.
- Reviews invention disclosures and analyses contract documents including agreements.
- Conducts quality control (information accuracy, product professionalism) on all research output communication outputs.
- Assists with publication of the University journals.
- Manages the webpage of the Research & Internationalisation Office.
- Conducts any other duties as may be assigned from time to time.

Required Skills and Experience

- Excellent written and oral communication skills including experience of writing clear, accurate, and engaging research communications for web and print publications aimed at targeted audiences.
- Ability to translate research content into messages that are accessible to target audiences.

- An excellent command of the use of social media platforms such as Facebook, Twitter, etc.
- Knowledge of video and image editing, websites, web editing and website development will be an advantage.

Qualifications

- A degree in Library and Information Sciences or Journalism and Media Studies.
- A Master's degree in any of the above disciplines would be a distinct advantage.
- Three years post qualification experience.

CONDITIONS OF SERVICE

An attractive package which includes Medical Aid, Leave and Pension Benefits is offered; details of which will be disclosed to shortlisted candidates.

APPLICATION PROCEDURE

All applications will be treated in strictest confidence. Applications, which should include a curriculum vitae (giving full personal particulars of applicant including full name, place and date of birth, qualifications, employment and experience, present salary, telephone numbers and the names, addresses (including email) and telephone numbers of three contactable referees) and copies of certificates must be addressed to:

The Senior Assistant Registrar
Human Resources Department
National University of Science and Technology
P O Box AC 939
Ascot
Bulawayo, ZIMBABWE

And emailed to: recruitment@nust.ac.zw in a **single pdf file** clearly indicating the position being applied for in the subject line.

The National University of Science and Technology is an equal opportunity employer. In the interest of promoting gender parity, female candidates are encouraged to apply.

The closing date for receipt of applications is Friday 16 April, 2021.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.