

Deputy Director/Assistant Director, Technology Transfer  
Office  
Singapore Institute of Technology

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Posted Jan. 2, 2025, set to expire Jul. 5, 2025

**Job Title** Deputy Director/Assistant Director, Technology Transfer  
Office

**Department** Innovation and Technology Transfer

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Jan. 2, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Computing/Informational Services

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498815/deputy-directorassistant-director-technology-transfer-office>

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**Job Description**

## Deputy Director/Assistant Director, Technology Transfer Office

**Job no:** 498815

**Department:** Innovation and Technology Transfer

**Contract type:** Permanent

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The Technology Transfer Office (TTO) division facilitates research collaboration agreements with

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partners and manages the adoption of research outputs by identifying, protecting, and licensing project IP to the industry.

The candidate will report to Director, Technology Transfer Office (TTO) Division. He/she is responsible for managing Technology Transfer for the university, namely, managing the Intellectual Property (IP) portfolio arising from research output. The job scope includes drafting and negotiation of research and licensing agreements, educating and creating awareness of intellectual property to academic staff, protecting and valuing the IP, structuring and negotiating IP licensing deals, conduct market landscape analysis as well as managing IP database and analysis.

**Key Responsibilities:**

- Lead a team to:-
  - Regularly review, update and formulate Intellectual Property Policy to evolve with progress of the university and industry feedback
  - Develop and regularly review IP licensing strategies, licensing structure and guidelines to maximise adoption of research output
  - Structure and negotiate contracts, such as research collaboration and IP licensing agreements
  - Perform prior art searches, including liaise with external IP firms on IP searches and filings
  - Assess value of IP, structure and negotiate on IP licensing deals
  - Develop and manage an IP Management System
  - Conduct market landscape analysis to identify and engage research collaborators and potential licensees
  - Generate statistical reports with analysis on the impact of research output
  - Create IP awareness and education, as well as provide IP advisory to academic staff and colleagues; and
  - Work on strategic cross-divisional initiatives and University-wide planning

**Job requirement:**

- Strong knowledge with minimum of 10 years of relevant experience in Intellectual Property (IP) Management;
- Recognised IP-related qualifications or legal qualifications with experience in managing IP;
- Experience in managing collaboration agreements and licensing negotiations;
- Enjoy working closely with industry, academic staff and students in an Institute of Higher

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Learning;

- Strong leadership qualities, and self-motivated to improve processes and solve problems;
- Able to multi-task and work in a fast-moving environment;
- Possess strong analytical skills, strategic thinking and an eye-for-details; and
- Have good persuasive writing, communication and interpersonal skills.

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**Advertised:** 04 Dec 2024 Singapore Standard Time

**Applications close:** 31 Jan 2025 Singapore Standard Time

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Singapore