



**EXPERIENTIAL LEARNER: QUANTITATIVE DATA MANAGEMENT**  
**(REF -EL/QDM 01/2022)**  
**CLOSING DATE: 10 NOVEMBER 2022**

**BACKGROUND**

The Moses Kotane Institute is looking to appoint a suitably qualified South African unemployed youth interested in gaining experience within the research field through assisting with research and statistical services projects within the Economics and Statistical Services (ESS) Unit. The role will involve data collection analysis, research preparation, and data management.

**MINIMUM REQUIREMENTS**

Applicants must have a Honours degree from an accredited tertiary institution, specialising in Statistics, Economics, or related qualification. A Master's degree would be an added advantage. At least two years' experience in quantitative data analysis and research-writing. A valid Driver's license will be an added advantage.

**RESPONSIBILITIES**

Assist with development and implementation of data collection tools to gather and generate statistical data. Conduct data preparation (datasets cleaning and coding) for input into database. Assist in building the data analytics capabilities of the ESS team. Contribute towards the development and maintenance a statistical database to ensure availability of statistics for dissemination and research purposes. Assist in creating and maintaining quantitative data in an optimal manner to ensure data quality and integrity. Assist with conducting data analysis and drafting statistical reports. Provide project management support and assist with general administrative support where required.

**CORE COMPETENCIES**

Demonstrate willingness to learn. Good verbal and written communication skills. Excellent analytical skills, and attention to detail. Good understanding of the procedures used in gathering and reporting statistics. Ability to work with multiple datasets. Must be proficient with at least one statistical software packages, i.e., SPSS, R-Package, etc.

**TERMS OF APPOINTMENT**

The successful candidate will be offered a 12-month fixed term contract, remunerated at **R13 000 - R16 000.00 (TCOE)**

**HOW TO APPLY**

Interested candidates must e-mail a detailed copy of a CV with at least 2 (two) contactable references, certified copies of ID, driver's license, and relevant qualifications (not older than 6 months) to: [corporateservicesads@moseskotane.com](mailto:corporateservicesads@moseskotane.com) before or on **10 November 2022**. Shortlisted candidates may be taken through a verification process.

Applications not compliant with the prescripts herein, will not be considered. For any technical queries contact the Human Resources Manager, on [humanresources@moseskotane.com](mailto:humanresources@moseskotane.com). Candidates who have not heard from MKI within 2 weeks from the closing date, may consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied. The Institution reserves the right not to appoint.