



# CALL FOR APPLICATIONS

## EXPERIENTIAL LEARNER – M&E ADMINISTRATOR X1 (EL/MEA –01/2023)

**STIPEND: R7 000.00. (24-months only)**

**CENTRE: LaMercy/Westville**

### MINIMUM REQUIREMENTS

A suitable candidate must hold a valid National Diploma in Office Management and Technology/Auditing/Risk Management or any other related qualification (SAQA NQF 6). At least one year previous monitoring and evaluation exposure in a public sector or experience within corporate services in a public sector

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Competent PC user with Microsoft Office. Attention to details and ability to follow set deadlines. Good verbal and writing Skills. Good time and Project Management Skills. Excellent analytical skills. Critical thinking and adaptability. Integrity and objectivity.

### RESPONSIBILITIES

Collection of project data from different Units and capture to the M&E system. Validate correctness of data captured against targets outlined on the Annual Performance Plan. Provide secretarial, including reception and other administrative support services to the organization. Assist in performing M&E administration duties for the Skills Development Project. Scan and upload all data received from Units to M&E system and label electronic files accordingly.

### HOW TO APPLY

Interested applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their applications to: [recruitment@moseskotane.com](mailto:recruitment@moseskotane.com). The application documents must include: a detailed copy of a CV, certified copies of ID, driver's license and relevant qualifications/certifications (certified not older than 6 months). Applicants are to ensure that they submit all required documentation stated above, as failure to do so may lead to disqualification of the application during the selection process.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kzn-jobs](http://www.kznonline.gov.za/kzn-jobs)."

For any technical queries contact The Human Resources Manager, Ms Mngoma at [hadmin@moseskotane.com](mailto:hadmin@moseskotane.com). Candidates who have not heard from MKI within 6 weeks from the closing date can consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied.

After the interviews and technical exercises, where applicable, candidates recommended for appointment will be taken through competency testing and verification processes.

The Moses Kotane Institute is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Institute reserves the right not to make these appointments.

**ENQUIRIES:** Mr M. Duma

**TELEPHONE:** 031-266 1777

**CLOSING DATE:** 17 September 2023