



**Moses Kotane
Research Institute**

Research · Innovation · Excellence

OFFICE OF THE CHIEF EXECUTIVE OFFICER

EXPERIENTIAL LEARNER: EXECUTIVE SUPPORT

Stipend: R13 000.00 (Honours) - R16 000.00 (Masters) Per Month
(12 Months, Renewable based on performance and budget)

Centre: MKRI Office, Durban

Reference: EI/Es-01/2025

CLOSING DATE: 01 August 2025

Visit our website to apply

   @moseskotanereseearchinstitute
www.moseskotaneinstitute.com



EMPLOYMENT OPPORTUNITY

EXPERIENTIAL LEARNER: EXECUTIVE SUPPORT

**STIPEND: R13 000.00 (HONOURS)
R16 000.00 (MASTERS) PER MONTH
(12 MONTHS, RENEWABLE BASED ON
PERFORMANCE AND BUDGET)
CENTRE: MKRI OFFICE, DURBAN**

Reference: EI/Es-01/2025

REQUIREMENTS

The ideal candidate must be in possession of a Honours Degree in Office Management, Public Management or related NQF level 8 qualification from an accredited tertiary institution. A minimum of 1 year experience in providing support to senior management within the public sector. A Valid driver's license. A Master's degree will be an added advantage

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

The successful candidate must: ■ Demonstrates practical knowledge of public sector operations, including governance frameworks, legislative processes. ■ Proactive communication. ■ Ability to develop and Maintain stakeholder relationships. ■ Professional telephone and email etiquette. ■ Good Organising skills. ■ Good communication skills (verbal & written) ■ Ability to maintain confidentiality and discretion. ■ Computer literacy (MS Word, Excel, PowerPoint and/or Project).

KEY RESPONSIBILITIES

The successful candidate will be required to provide support with minute-taking and distribution of minutes. ■ Ensure refreshments and meeting logistics are in place for executive engagements. ■ Observe and support adherence to official protocol standards and practices. ■ Strong relationship building and stakeholder management skills. ■ Ability to work in cross-functional projects/teams.

DIRECTIONS TO APPLICANTS

Interested applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or upload their applications, with supporting documents, on this link: <https://forms.gle/ARjXLtHQWq1xUZ1A>. The application must clearly state the position applied for and the corresponding reference number on the subject line must include a detailed copy of a CV, recently certified copies of (1) ID, (2) driver's license and (3) certified copies of relevant qualifications (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/kznjobs

For any technical queries contact The Executive Manager: Corporate Services, Adv. Mapipa at hadmin@moseskotane.com. Candidates who have not heard from MKRI 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 Research 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.

CLOSING DATE: 01 August 2025