



**Moses Kotane  
Research Institute**  
Research · Innovation · Excellence



## **EMPLOYMENT OPPORTUNITY**

### **EXTERNAL ADVERT**

### **Recruitment Specialist Independent Contractor**

REF.NO.: ICRS/01/2025

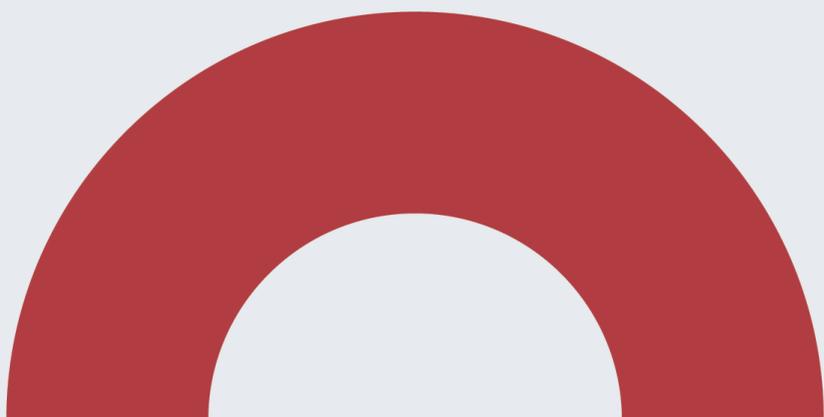
DURATION: 3 MONTHS (Renewable based on performance, funds availability & requirements for the services)

CENTRE: DURBAN, MKRI OFFICE

**CLOSING DATE: 18 August 2025**

NO. OF POSTS: 01

Visit our website to apply





# EXTERNAL ADVERT

**ICRS/01/2025**

**POSITION: Recruitment Specialist Independent Contractor**

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## **REQUIREMENTS:**

Inadequate in-house resources to assist with resourcing multiple projects. **Minimum Requirement:** NQF Level 7 qualification in Human Resources or Business Management and Human Resources Management Specialisation qualification. **Experience:** At least 5 years' experience in human resources with a strong focus on recruitment, selection and placement. **Added Advantage:** Project Management qualification, Experience with assessments and verifications, Previous experience in a similar role in a public entity, and KZN - Durban Based Incumbent. Valid Driver's License. **Disqualifiers:** Non-SA Citizen, Disciplinary Record or Pending Disciplinary Process by previous employer. **Professional competencies/skills required:** Self confidence, Goal-oriented, Teamworking abilities, Advanced MS Word and Excel skills, Good communication

## **KEY RESPONSIBILITIES:**

- Create advert that will attract the required talent, and facilitate advertisement.
- screen the CVs and compile shortlist reports for the Shortlisting panel
- Arrange interviews, including HR administrative support duties throughout the selection process
- Assist set up assessments, verifications, references etc, required to ascertain the suitability of candidates for the advertised role
- Prepare responses to communicate the recruitment outcome to candidates after interviews and file recruitment files for each post properly using electronic means of filing.

## **DIRECTIONS TO APPLICANTS:**

Interested applicants are encouraged to apply by submitting their applications to: **recruitment@moseskotane.com** or online form 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.

For any technical queries contact the HR Administrator on **recruitment@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.

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