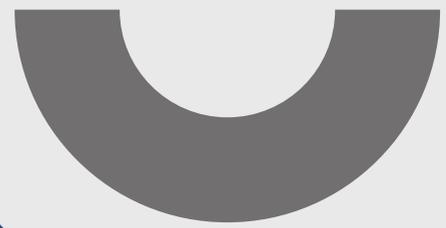


**Moses Kotane
Research Institute**

Research · Innovation · Excellence



EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: RESEARCH SERVICES UNIT

**POST TITLE: INDEPENDENT CONTRACTOR -PANEL
OF QUALITY ASSURERS**

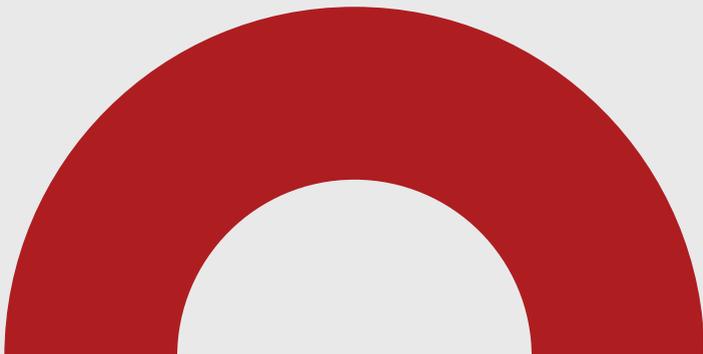
REMUNERATION: PROJECT BASED

CENTRE: MKRI OFFICE, DURBAN

REFERENCE: IC/PQA - 01/2025

CLOSING DATE: 23 AUGUST 2025

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REF: IC/PQA - 01/2025

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CENTRE: MKRI OFFICE, DURBAN
CLOSING DATE: 23 AUGUST 2025**

REQUIREMENTS:

The ideal candidate must be in possession of a Master's (NQF Level 9) degree in Social Sciences, Economics, Development Studies, Public Policy, or related field from accredited tertiary institutions. Must have a minimum of two to three (2-3) years of experience in research quality assurance or research management. Must demonstrate familiarity with survey methods, impact evaluations, and both quantitative and qualitative research techniques. Candidate must understand ethical and regulatory frameworks in social science research. Must have a strong communication and report writing abilities. PhD (NQF Level 10) qualification will be added as an advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

The successful candidate must have:

- Experience with tools like STATA, SPSS, NVivo, Excel etc.
- Experience working with international donors or multi-country projects
- Knowledge of data protection legislation and research ethics in developing contexts.
- Prior worked on research projects in social sciences, economics, development studies, or public policy (especially with a focus on impact evaluations, longitudinal studies, or large-scale surveys).
- Practical experience with data collection tools (SPSS, Excel and NVIVO).
- Familiarity with ethical oversight processes, such as preparing or reviewing documents for Research Ethics Committees
- Demonstrated ability to review research documentation, including protocols, informed consent forms, fieldwork logs, and data management plans.

KEY RESPONSIBILITIES:

The successful candidate will be required to:

- Ensure compliance with ethical standards and Research Ethics Committee (REC) requirements.
- Review research protocols, tools, and data collection procedures for methodological consistency
- Monitor quality assurance processes during fieldwork, including pilot studies and surveys
- Conduct regular review of research documentation, including consent forms, datasets, and analysis logs.
- Verify adherence to data protection and privacy regulations (POPIA).
- Support the development and enforcement of SOPs for data collection, processing, and analysis
- Identify and report risks to data integrity and follow up with corrective actions
- Provide training to research staff and field teams on quality and compliance protocols.
- Assist in preparing quality-related sections of donor reports and publications.

DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to apply for this post by submitting their applications to: recruitment@moseskotane.com. 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 and (2) 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 HR Administrator at 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.