

**Moses Kotane
Research Institute**

Research · Innovation · Excellence

EMPLOYMENT OPPORTUNITY

GRADUATE EMPLOYMENT OPPORTUNITY

POST TITLE: **RESEARCH DATA COLLECTORS**

(ADHOC BASED ON THE PROJECT BASED)

RATE: 350 PER DAY (3-YEARS FIXED CONTRACT)

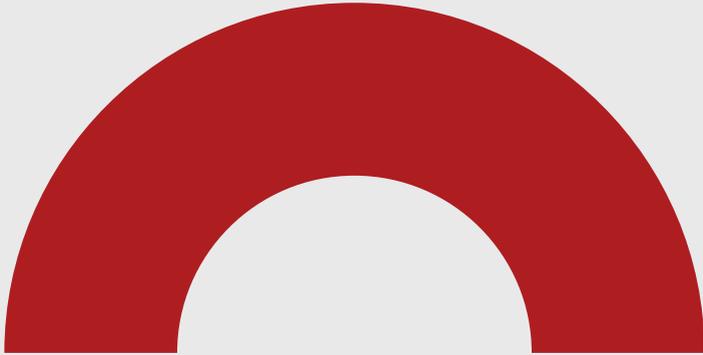
N.O OF POSTS: 600 (SIX HUNDRED)

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: RDC/- 02/2025

CLOSING DATE: 25 AUGUST 2025

Visit our website to apply


 @moseskotanereseearchinstitute
www.moseskotaneinstitute.com

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BACKGROUND:

The Moses Kotane Research Institute (MKR) is mandated to stimulate a sustainable provincial economy through research, development and innovation; and to strategically lead in innovation and maritime co-ordination and implementation activities to respond to the needs of the provincial economy. In order to fulfil its mandate, the Institution is looking to appoint **600 unemployed KZN graduates (between the ages of 18 – 35 years) who are South African Citizens**, to collect data for research purposes across the various district municipalities within the KwaZulu-Natal. Preference will be given to applicants residing in KwaZulu-Natal.

REQUIREMENTS:

- The ideal candidate must be in possession of NQF6-8 Qualification in any field a
- A Valid driver's License
- Computer Literacy
- Own Mobile device (working smart phone)
- Proficient in English and IsiZulu
- An NQF8 qualification, Ability to drive independently and previous experience in data collection and use of data collection tools will be added as an advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- Strong communication skills – ability to engage effectively with respondents and explain survey questions clearly
- Attention to detail – ensuring accuracy in recording and capturing data
- Time management – ability to meet deadlines and manage assigned tasks efficiently
- Ethical conduct – maintaining confidentiality and following research protocols
- Teamwork – ability to work collaboratively with other data collectors and supervisors.

KEY RESPONSIBILITIES:

The successful candidate will be required to:

- Conduct Field Data Collection – Visit assigned locations within specified district municipalities to gather accurate research data.
- Administer Surveys and Questionnaires – Engage respondents using structured interview tools, ensuring clarity and consistency in responses.
- Record and Capture Data – Accurately document information collected in paper-based or digital formats.
- Ensure Data Quality – Verify and cross-check collected data for completeness and accuracy.
- Adhere to Ethical Standards – Maintain confidentiality and obtain informed consent from respondents in line with research protocols.
- Follow Project Guidelines – Work according to the prescribed data collection plan, timelines, and instructions from the research team.
- Report Progress – Provide regular updates on data collection activities to supervisors.
- Maintain Professional Conduct – Represent MKRI professionally when interacting with community members and stakeholders.

DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to apply by submitting their applications to: <https://forms.gle/j5j7NQG2YYeec4646>.

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.

For any technical queries contact the 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.