



# Moses Kotane Research Institute

Research · Innovation · Excellence

**POST TITLE: INDEPENDENT CONTRACTOR: MANAGER: HUMAN RESOURCES**

**SALARY: MONTHLY RETAINER RATE EQUIVALENT TO DPSA LEVEL 12/1,  
EXCLUDING BENEFIT & LESS APPLICABLE TAX DEDUCTIONS (1 YEAR  
RENEWABLE CONTRACT)**

**N.O OF POSTS: 1 (ONE)**

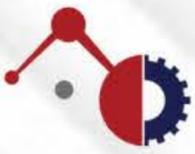
**CENTRE: DURBAN, MKRI OFFICE-OFFICE BASED**

**REFERENCE: IC/MHR-01/2025**

**CLOSING DATE: 17 NOVEMBER 2025**

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   @moseskotaneresearchinstitute  
[www.moseskotaneinstitute.com](http://www.moseskotaneinstitute.com)



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## **BACKGROUND**

The Moses Kotane Research Institute (MKRI) 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 Institute is looking to appoint Independent Contractor: Manager: Human Resources, to manage the operations of the Human Resources Unit in a manner that ensures the efficient, effective, and transparent implementation of human resource strategies, policies, and procedures. The role is critical in ensuring compliance with relevant labour legislation and promoting sound employee relations, supporting talent management initiatives, and enabling the organisation to attract, develop, and retain a skilled and motivated workforce.

## **REQUIREMENTS**

The ideal candidate must be in possession of NQF Level 8 in Human Resource or related qualifications ■ Must have a minimum of 7 years relevant experience, of which 3 Years in Human Capital Management environment will be essential. 4 years of which must be in management within the public sector ■ Working knowledge of labour legislation and regulations, including the Basic Conditions of Employment Act, Labour Relations Act, and other relevant prescripts. ■ Knowledge of human resources policies, practices, and procedures, including recruitment and selection, performance management, employee relations, and talent development. ■ A valid Driver's License ■ An NQF Level 9 qualification in Human Resources or related and Registration with a recognised professional body will be an added advantage.

## **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED**

The successful candidate must have: Reporting writing skills. ■ Excellent analytical, communication and leadership skills. ■ Advanced proficiency in HR information systems (HRIS) and MS Office applications, particularly Excel & Word for HR reporting and analytics. ■ Registration with a recognised professional body, such as the South African Board for People Practices (SABPP) or an equivalent HR professional organisation.

## **KEY RESPONSIBILITIES**

The successful candidate will be required to: ■ Manage the implementation of the sub-unit's strategic and operational plans ■ Resource Support and Management of HR unit ■ Management of Recruitment and Selection Process. ■ Payroll processing and management. ■ Employee Wellness Management & Skills Development. ■ Management of sub-unit reports, develop and maintain stakeholder relationships. ■ Management of sub-unit budget & People Management. ■ Responsible for the Health & Safety of employees within the organisation. ■ Remuneration, incentives, and benefits policy management. ■ Manage and oversee facilities and support services, including coordinating cleaning and maintenance activities, ensuring the smooth setup and service during events, and maintaining a clean, safe, and well-functioning environment.

## **DIRECTIONS TO APPLICANTS**

Interested applicants are encouraged to apply by submitting their applications to: [recruitment@moseskotane.com](mailto: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, (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](mailto: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.