



**Moses Kotane
Research Institute**

Research · Innovation · Excellence

EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: OFFICE OF THE CEO

POST TITLE: EXPERIENTIAL LEARNER:

MONITORING & EVALUATION ADMINISTRATOR

STIPEND: R7000 - R10 000

(24 MONTHS FIXED TERM CONTRACT)

N.O OF POSTS: 2 (TWO)

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: EL/M&E-01/2025

CLOSING DATE: 25 NOVEMBER 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 2 Experiential Learners: Monitoring & Evaluation, to strengthen organizational capacity by managing growing data volumes, streamlining reporting processes, and ensuring the timely delivery of performance insights.

REQUIREMENTS:

The ideal candidate must be in possession of NQF Level 6 in Commerce, M&E, Communications or related.

NQF Level 8 will be added as an advantage \

Must have at least 2 - 3 years in public sector. Proficient in MS office packages.

Strong communication skills

Possesses proven experience in data collection and demonstrate strong analytical thinking skills.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- Skills in data collection & analysis .
- Strong analytical thinking & problem-solving abilities
- Proficient in computer literacy & digital tools.
- Excellent Written & Verbal communication Skills.
- Drafting of strategic documents, reports, & presentations.
- Strong Interpersonal skills for stakeholder engagement & conducting interviews

KEY RESPONSIBILITIES:

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DISQUALIFIERS:

Any candidate who submits falsified documentation will be immediately disqualified from the selection process.

DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to apply 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, (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.



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