



EMPLOYMENT OPPORTUNITY

EXPERIENTIAL LEARNER: SUPPLY CHAIN MANAGEMENT

REF: EL/SCM- 01/2025

BUSINESS UNIT: FINANCE SERVICES UNIT

STIPEND: R7000.00-R10 000.00

(24 MONTHS FIXED TERM CONTRACT)

N.O OF POSTS: 1

CENTRE: DURBAN, MKRI OFFICE

16 NOVEMBER 2025

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 an Experiential Learner: Supply Chain Management for ensuring the smooth and efficient operation of MKRI supply chain processes. Which involves administrative support that directly contributes to achieve MKRI objectives, annual performance and achieving clean audit.

REQUIREMENTS:

The ideal candidate must be in possession of (NQF 6) National Diploma in Accounting or Supply Chain Management. No experience needed. A Valid Driver's license.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Successful Candidate must have knowledge and understanding of:

- Public Finance Management Act.
- Broad Based Black Economic Management Act.
- Preferential Procurement Policy Framework.

KEY RESPONSIBILITIES:

The successful candidate will be required to:

- Assist with the procurement process, including sourcing quotations, preparing documentation, and issuing purchase orders.
- Provide administrative support for contract management.
- Maintain accurate and up-to-date records of all SCM related documentation, including purchase orders and contracts.
- Serve as a secretariat for bid specification, evaluation, adjudication and disposal committees, as required Provide general administrative support to the SCM department, including answering calls, managing correspondence, and maintaining office files.

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.