



**Moses Kotane
Research Institute**

Research · Innovation · Excellence

EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: FINANCE SERVICES UNIT

**POST TITLE: INDEPENDENT CONTRACTOR-
PROJECTS ADMINISTRATOR**

**SALARY: EQUIVALENT TO DPSA LEVEL 9/1
(24 MONTHS RENEWABLE CONTRACT)**

N.O OF POSTS: 1

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: IC/PRA- 01/2025

CLOSING DATE: 16 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 Institute is looking to appoint an Independent Contractor: Projects Administrator to ensure the smooth, effective, and compliant operation of its financial management processes. The role involves providing comprehensive administrative and financial support to enhance operational efficiency, contribute to the achievement of MKRI's strategic and annual performance objectives, and support the attainment of a clean audit outcome.

REQUIREMENTS:

The ideal candidate must be in possession of (NQF 6) National Diploma in Accounting. Must at least have 3 years' experience in in Public Finance Administration. A Valid driver's License. Advanced Sage experience and Advance diploma in Accounting will be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Successful Candidate must have knowledge and understanding of:

- Public Finance Management Act
- Payroll and Project Management.

KEY RESPONSIBILITIES:

The successful candidate will be required to:

- Assisting with administrative projects management by maintaining project documentations (e.g. Contracts, reports, minutes, schedule, coordinate meetings, appointments & events).
- Provide administrative support for contracts development, execution & monitoring, ensuring compliance with relevant regulations and MKRI policies.
- Payroll administration support on compliance and statutory reporting including submitting PAYE, UIF, SDL, to SARS via e-filing etc.

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.