



**Moses Kotane  
Research Institute**

Research · Innovation · Excellence

# EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: FINANCE SERVICES UNIT

**POST TITLE: INDEPENDENT CONTRACTOR-MANAGER:  
SUPPLY CHAIN MANAGEMENT**

**SALARY: EQUIVALENT TO DPSA LEVEL 12/1  
(12 MONTHS RENEWABLE CONTRACT)**

**N.O OF POSTS: 1**

**CENTRE: DURBAN, MKRI OFFICE**

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

**CLOSING DATE: 28 NOVEMBER 2025**

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[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 an Independent Contractor: Manager: Supply Chain Management to manage the operations of the Supply Chain unit in a manner that ensures the efficient, effective, and transparent implementation of supply chain strategies, policies, and procedures. The role is critical in ensuring compliance with relevant financial legislation such as Treasury Practice Notes, PFMA, PPPFA, promoting sound internal controls, and enabling the organisation to attract, develop, and retain a skilled and motivated SCM unit.

### REQUIREMENTS:

The ideal candidate must be in possession of Honour's Degree or equivalent (NQF 8) in Supply Chain Management or related qualification. Must at least have 7 years relevant experience, of which 4 Years are in a supply chain environment will be essential (4 years of which must be in management within the public sector). Must have a working knowledge of SCM legislation, regulations and other relevant prescripts. Must have knowledge of SCM policies, practices, and procedures, including performance management, budget management and compliance regulations (Treasury, PFMA, PPPFA). A Valid driver's License. Registration with a recognized professional body and a Master's degree in related field will be an added advantage.

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

*Successful Candidate must have knowledge and understanding of:*

- Report writing.
- Analytical, communication and leadership skills.
- Supply Chain systems, PFMA, Policy development and MS Office applications.

### 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 the SCM unit.
- SCM Employee development.
- Management of sub-unit reports & develop and maintain stakeholder relationships.
- Management of sub-unit budget & SCM employee management.
- Responsible for the integrity of the systems within the organisation.
- Manage and oversee the entities SCM and support services, including monitoring of the demand plan as well as the procurement plan.

### DISQUALIFIERS:

A candidate with a Pending or Criminal Convictions cases /Pending or Disciplinary Records will be disqualified.

### 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.