



# Moses Kotane Research Institute

Research · Innovation · Excellence

## EMPLOYMENT OPPORTUNITY

**POST:** ADMINISTRATION & GOVERNANCE MANAGER  
(INDEP. CONTRACTOR)

**BUSINESS UNIT:** GOVERNANCE SERVICES

**PAYSCALE:** EQUIVALENT TO DPSA LEVEL 12 LESS  
APPLICABLE TAX DEDUCTIONS

**PERIOD:** 12 MONTHS RETAINER CONTRACT

**MODE:** FULL-TIME PHYSICAL

**LOCATION:** DURBAN, KWAZULU-NATAL

**REFERENCE:** IC/AGM: 01/2026

**CLOSING DATE: 19 JANUARY 2026**

**Visit our website to apply**

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



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### BACKGROUND:

The Moses Kotane Research Institute (MKRI) is a provincial research agency of the KwaZulu-Natal Government, operating under the Department of Economic Development, Tourism and Environmental Affairs (EDTEA). The Institute seeks to appoint an Independent Contractor to provide administrative and governance management services, with a focus on strengthening executive coordination, governance processes, compliance, and institutional effectiveness.

### REQUIREMENTS:

The ideal candidate must be in possession of NQF8 qualification in Business Administration / Public Administration / General Administration and related fields. NQF 9 and above qualification will be an added advantage. Must have 3 years' experience in providing support to senior management within the public sector. A valid driver's licence is compulsory.

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge and understanding of:

- PFMA, King IV, and public sector governance frameworks
- Project and programme management
- High-level stakeholder engagement and communication skills
- Analytical and strategic thinking skills
- Governance and compliance training (accredited/public sector courses)
- Risk management and confidential information handling skills
- Advanced computer skills, including MS Office 365, document management, and collaboration tools
- Experience with financial and supply chain management in the public sector
- Knowledge of research management, policy analysis
- Experience in multi-stakeholder engagement, including government, funders, and research partners.

### KEY RESPONSIBILITIES:

Provides high-level personal assistant, administrative, and governance support to the Office of the CEO by managing executive diaries and meetings, coordinating governance processes, drafting reports and correspondence, and ensuring effective follow-through on executive and Board decisions.

### DISQUALIFIERS:

A candidate not meeting minimum requirements, and with a pending or Criminal Convictions /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.



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