



**Moses Kotane  
Research Institute**

Research · Innovation · Excellence

# EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: OFFICE OF THE CEO

**POST TITLE: EXPERIENTIAL LEARNER:  
MONITORING & EVALUATION OFFICER**

**STIPEND: R7000 - R10 000**

**(24 MONTHS FIXED TERM CONTRACT)**

**N.O OF POSTS: 2 (TWO)**

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: EL/M&EO-01/2026

**CLOSING DATE: 11 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 (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 and Evaluation Officers, to strengthen organisational capacity by managing growing data volumes, streamlining reporting processes, and ensuring the timely delivery of actionable performance insights.

### REQUIREMENTS:

- The ideal candidate must be in possession of NQF Level 6 in Commerce or related.
- Drivers Licence will be added as an advantage
- No work experience is required.
- Data collection & Analytical thinker.
- Basic computer literacy
- Excellent written and verbal communication report.

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

*The successful candidate must have:*

- Excellent critical thinking & adaptability.
- Attention to detail.
- Strong problem solving skills.

### KEY RESPONSIBILITIES:

*The successful candidate will be required to:*

- Assist in developing monitoring and evaluation templates to track project inputs, activities, and outputs.
- Assist in monitoring all project activities, expenditures, and progress against planned outputs.
- Assist in conducting site visits to verify reported data and ensure accuracy.
- Assist with sending out request for inputs for monthly, quarterly, and annual reporting.
- Assist with analysing data, identify trends, challenges and lessons learned during the process.
- Provide administrative support during planning, monitoring and evaluation activities, including scheduling, minute-taking, and filing.

### 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](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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