



**Moses Kotane
Research Institute**

Research · Innovation · Excellence

EMPLOYMENT OPPORTUNITY

**BUSINESS UNIT: CORPORATE SERVICES UNIT
POST TITLE: EXPERIENTIAL LEARNER: LEGAL &
CORPORATE AFFAIRS**

STIPEND: R13000 - R16 000

(24 MONTHS FIXED TERM CONTRACT)

N.O OF POSTS: 1 (ONE)

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: EL/LEGAL-01/2026

CLOSING DATE: 16 JANUARY 2026

Visit our website to apply

   @moseskotanereseearchinstitute

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 Institution is looking to appoint 1 Experiential Learner: Legal & Corporate Affairs, to strengthen organizational capacity by providing legal and administrative support to the Manager: Legal and Corporate Affairs, ensuring efficient processes and timely delivery of compliance-related tasks.

REQUIREMENTS:

- The ideal candidate must be in possession of LLB (NQF 8), Admission as Attorney.
- Must have Practical Legal Training.
- Letter of Good Standing with the Legal Practice Council.
- A valid Driver's license.
- LLM (NQF 9) and or 2 years' experience in Commercial/Corporate and Labour Law (including CCMA) and Contract Drafting and Management will be added as an advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- Analytical and research skills.
- Ability to work independently
- Drafting of legal contracts and legal opinions.
- Drafting and reviewing of policies

KEY RESPONSIBILITIES:

- The successful candidate will be required to assist with:
- Provision of legal administration support and coordination of contracts
- HR, Legal, & Compliance Administration.
- Contract Management: Drafting, Vetting, Review, Coordination and Administration of contracts
- Policy Drafting and Review
- Legal Secretariat Services
- Other relevant Corporate Services Unit duties.

DISQUALIFIERS:

Any candidate who has pending or criminal convictions cases, pending or disciplinary records, and non- south African citizens 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. 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.



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