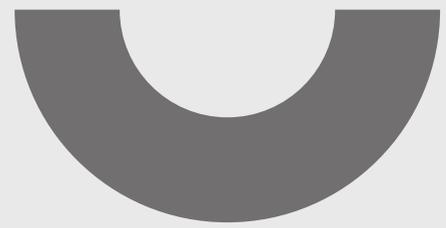




**Moses Kotane  
Research Institute**  
Research · Innovation · Excellence



# EMPLOYMENT OPPORTUNITY

**POST: EXPERIENTIAL LEARNER: BUSINESS ADMINISTRATOR**

**BUSINESS UNIT: RESEARCH SERVICES**

**STIPEND: R10 000.00**

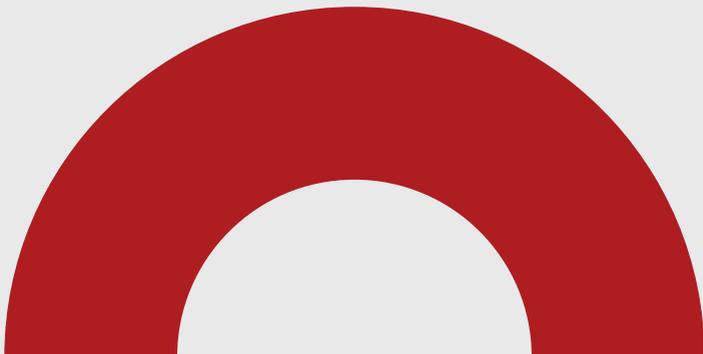
**PERIOD: 24 MONTHS**

**MODE: FULL-TIME PHYSICAL**

**LOCATION: DURBAN, DURBAN, KWAZULU-NATAL**

**REFERENCE: EL/BA-01/2026**

**CLOSING DATE: 15 FEBRUARY 2026**



**Visit our website to apply**

   @moseskotaneresearchinstitute  
[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 Experiential Learner: Business Administrator to provide administrative and operational support to the Research and Publications subunit while gaining practical workplace experience. The role is intended to enhance administrative, coordination, and reporting capabilities while supporting day-to-day business operations.

### REQUIREMENTS:

The ideal candidate must be in possession of (NQF 7), qualification in Public Administration, Business Administration, Public Management, or other relevant qualification, with limited or no formal work experience. Exposure through internships, in-service training or volunteering in an administrative support role will be an added advantage.

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

#### *The successful candidate must have:*

- Strong administrative and organisational skills.
- Basic knowledge of office administration principles.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Good written and verbal communication skills.
- Ability to plan, organise, and manage time effectively.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Willingness to learn and adapt in a professional work environment.
- Strong relationship building and stakeholder management skills.
- Ability to work in cross-functional projects/teams.

### KEY RESPONSIBILITIES:

#### *The successful candidate will be required to:*

- Provide administrative support to the Research and Publications Subunit
- Assist with diary management, meeting coordination, and travel arrangements.
- Draft correspondence, reports, memos and presentations for executive-level communication
- Maintain an effective filing and document management system.
- Liaise with internal and external stakeholders with professionalism and confidentiality.

### DISQUALIFIERS:

Any candidate who has pending or criminal convictions cases and pending or disciplinary records 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.

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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