



**Moses Kotane
Research Institute**

Research · Innovation · Excellence

EMPLOYMENT OPPORTUNITY

RE-ADVERTISEMENT

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: 02/2026

CLOSING DATE: 13 MARCH 2026

Visit our website to apply

   @moseskotanereseearchinstitute
www.moseskotaneinstitute.com



EMPLOYMENT OPPORTUNITY

ADMINISTRATION & GOVERNANCE MANAGER (INDEP. CONTRACTOR)

REF: IC/AGM: 02/2026

RE-ADVERTISEMENT

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
CLOSING DATE: 13 MARCH 2026

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 qualifications will be an added advantage. Must have 3 years' experience in providing support to senior management within the public sector. Must have experience of handling governance. Must be a member of the Chartered Governance Institute of Chartered Secretariat (CGISA) or the former Institute of Secretariat Chartered Secretary. 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. 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.

NB: All those that have previously applied need not reapply.