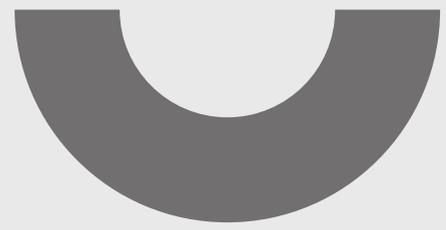


**Moses Kotane
Research Institute**

Research · Innovation · Excellence



EMPLOYMENT OPPORTUNITY

POST: INDEPENDENT CONTRACTOR:
OFFICE ADMINISTRATOR

BUSINESS UNIT: CORPORATE SERVICES

PAYSCALE: DPSA GRADE LEVEL 9/1
(MONTHLY RETAINER EXCLUDING BENEFITS)

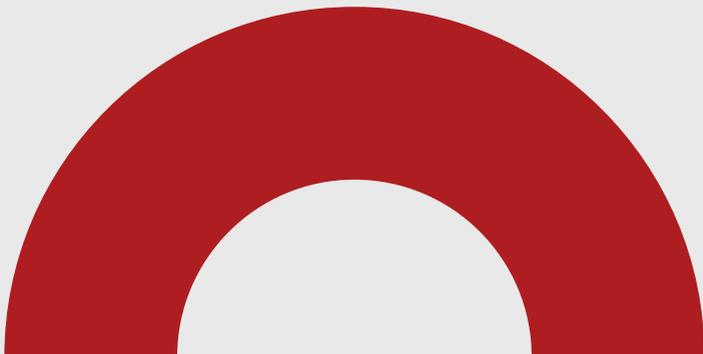
PERIOD: 12 MONTHS

MODE: FULL-TIME, PHYSICAL

LOCATION: DURBAN, KWAZULU-NATAL

REFERENCE: IC/OA-01/2026

CLOSING DATE: 07 MARCH 2026



Visit our website to apply

   @moseskotaneresearchinstitute
www.moseskotaneinstitute.com



EMPLOYMENT OPPORTUNITY

INDEPENDENT CONTRACTOR OFFICE ADMINISTRATOR

IC/OA-01/2026

BUSINESS UNIT: CORPORATE SERVICES
PAYSCALE: DPSA GRADE LEVEL 9/1
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MODE: FULL-TIME, PHYSICAL
LOCATION: DURBAN, KWAZULU-NATAL
CLOSING DATE: 07 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: Office Administrator to ensure all services, administration and reporting functions within the Corporate Services Unit for the MKRI as amplified hereunder, are conducted efficiently and effectively.

REQUIREMENTS:

The ideal candidate must be in possession of Degree/Advanced Diploma in Business Administration or related (NQF Level 7). Must have minimum of 3 years relevant experience and expertise in Business Administration and Project Management duties. Project Management and Paralegal qualifications, within Public Sector, Institute or Unit will be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge and understanding of:

- Constitution of RSA
- Labour Legislations
- Skills Development Act
- PFMA
- Organisational and Planning Skills
- Good verbal and written communication skills
- Computer Literate at an intermediate level Good
- Office etiquette.

KEY RESPONSIBILITIES:

The successful candidate will be required to perform the following duties namely:

- Office Administration
- Governance and Reporting
- Project and Quality Management
- Records Management
- Facilities Administration
- Recruitment and Selection (Employee Wellness) Support and Administration
- Communications and Events Support
- Legal Support and Administration
- Skills Development Support.

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:

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