



BUSINESS UNIT: RESEARCH SERVICES UNIT
POST TITLE: DATA COLLECTORS
SALARY: R350 PER DAY (25 MONTH FIXED TERM ADHOC CONTRACT)
N.O OF POSTS: 1000
CENTRE: DURBAN, MKRI OFFICE
REFERENCE: DC - 01/2026

BACKGROUND:

The Moses Kotane Research Institute is an entity of the KwaZulu-Natal provincial government under the Department of Economic Development, Tourism and Environmental Affairs. The Institute is looking to recruit 1000 unemployed graduates (aged 18–35) across KwaZulu-Natal to support the efficient and accurate collection of primary data across all district municipalities, while also advancing youth employment and skills development objectives. Applicants must be South African citizens residing in KwaZulu-Natal. Applicants must also specify local municipality, ward number and area name.

REQUIREMENTS:

The ideal candidates must be in possession of NQF 6-8 qualifications in any field. Must have computer literacy. Own mobile device (working smart phone). The candidate must have good communication skills. Proficient in English and IsiZulu.

Added advantages: A valid driver's License. An NQF8 qualification, ability to drive independently, previous experience in data collection and use of data collection tools.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Successful candidates must have knowledge and understanding of: ■ Strong communication skills. ■ Attention to detail. ■ Time management. ■ Ethical conduct. ■ Teamwork. ■ Strong relationship building and stakeholder management skills. ■ Ability to work in cross-functional projects/teams.

KEY RESPONSIBILITIES:

Successful candidates will be required to: ■ Conduct Field Data Collection. ■ Administer Surveys and Questionnaires. ■ Accurately document information collected in paper-based or digital formats.

- Verify and cross-check collected data for completeness and accuracy.
- Maintain confidentiality and obtain informed consent from respondents in line with research protocols.
- Work according to the prescribed data collection plan, timelines, and instructions from the research team.
- Provide regular updates on data collection activities to supervisors.
- Represent MKRI professionally when interacting with community members and stakeholders

DISQUALIFIERS:

- Pending or Criminal Convictions cases
- Pending or Disciplinary Records.

DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to apply by submitting their applications to: <https://forms.gle/HzAHDYoVfRc3TkV48>. 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.

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.

CLOSING DATE: 04 MAY 2026 AT 11h00
