



BUSINESS UNIT: CORPORATE SERVICES
POST TITLE: EXPERIENTIAL LEARNER: CORPORATE SERVICES ADMINISTRATOR
STIPEND: R7000 – R13 000 (24 MONTHS FIXED TERM CONTRACT)
N.O OF POSTS: 1 (ONE)
CENTRE: DURBAN, MKRI OFFICE
REFERENCE: EL/CSUAD-01/2026

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 (one) Experiential Learner: Corporate Services Administrator**, to support the corporate services unit with administrative, operational, and coordination functions.

REQUIREMENTS:

The ideal candidate must be in possession of NQF Level 7 or NQF 8 in Business Administration, Project Management, Public Management/Administration or Industrial Relations. ■ Must have 0-2 years' work experience as a support function in corporate services in the public sector. Experience may include full-time work, part-time work, freelancing, volunteering services, etc. A valid Driver's License ■ **Added advantage:** experience in the support function within the corporate services or corporate administration in the public sector.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Excellent written and verbal communication. ■ Basic knowledge of labour legislation ■ Good understanding of HR operations (Recruitment, onboarding, training and compensation) ■ Hands on experience with MS Office ■ Solid organisational and time management skills.

KEY RESPONSIBILITIES:

The successful candidate will be required to assist with: ■ Recruitment and onboarding processes. ■ Employee Relations and communication ■ Performance Management Process ■ Document Storage and filing process ■ Reporting and office administration. ■

DISQUALIFIERS:

Any candidate who has Pending or Criminal Convictions cases, Pending or Disciplinary Records, and submits falsified documentation 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.

CLOSING DATE: 04 MAY 2026 AT 11H00
