Moses Kotane Research Institute

Research · Innovation · Excellence

EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: FINANCE SERVICE UNIT

POST TITLE: EXPERENTIAL LEARNER: IST

SALARY: R7000 – R 10 000 PER MONTH (24 MONTHS)

N.O OF POSTS: 2

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: EL/IST - 01/2026

CLOSING DATE: 27 APRIL 2026

Visit our website to apply

@moseskotaneresearchinstitute

www.moseskotaneinstitute.com

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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 for two energetic and capable experiential learners that will work in the IT department to support office staff and digital center supervisors.

REQUIREMENTS:

The ideal candidate must be in possession of a Diploma or equivalent NQF 6 qualification in ICT or cognate field. Must have been exposed to ICT helpdesk. NQF Level 7 Qualification/A+, N+, or MCSE certification will be added as an advantage. A valid driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Successful Candidate must have knowledge and understanding of:

- Excellent communication skills and interpersonal skills.

KEY RESPONSIBILITIES:

The successful candidate will be required to:

- Assist with query resolution in MKRI offices and digital centres.
- Assist with compiling project/procurement terms of reference (TOR) as per project requirements.
- Assist SCM in any IST related procurement queries and briefings.
- Assist the administrator: IST with general administrative tasks within the unit.
- Assist with stakeholders engagement activities within the unit.

DISQUALIFIERS:

- Criminal Record.
- Pending Disciplinary hearing from current/previous

DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to apply by submitting their applications to: **https://forms.gle/tw7NhDXuoTHd4dNN9.** 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.