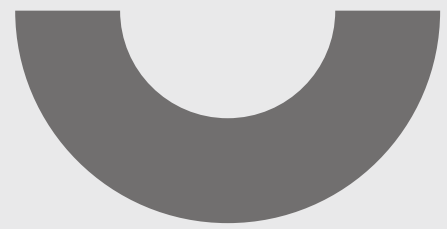


**Moses Kotane  
Research Institute**  
Research · Innovation · Excellence



# EMPLOYMENT OPPORTUNITY

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**BUSINESS UNIT: DEVELOPMENT SERVICES UNIT**

**POST TITLE: EXPERIENTIAL LEARNER: DIGITAL CENTRE FACILITATORS X15**

**STIPEND: R7000 (24 MONTHS FIXED TERM CONTRACT)**

**N.O OF POSTS: 15 (FIFTHTEEN)**

**CENTRE:** AmaHlubi (Inkosi Langalibalele), Bergville, eDumbe,  
Mkhuze, Kokstad, uMfolozi, Phongola, Ndwedwe, Richmond, KwaMashu, Umlazi (MUT), Harry-Gwala  
TechnoHub, Mamba One Stop Shop (Nkandla), Vumanhlamvu (Nkandla) and Mpofana Digital Centres

**REFERENCE: EL/DCF5-01/2026**

**CLOSING DATE: 20 MAY 2026**



**Visit our website to apply**

   @moseskotanereseearchinstitute  
[www.moseskotaneinstitute.com](http://www.moseskotaneinstitute.com)



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### 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 5 (Fifteen) Experiential Learner: Digital Centre Facilitators, to support in managing the facilities, assisting community members, and maintaining the ICT equipment. This will ensure that the centres continue to operate effectively and deliver digital services and programmes to the communities they serve.

### REQUIREMENTS:

- The ideal candidate must be in possession of NQF Level 6 in Information Technology or any related field
- Must have 0-2 years' experience in ICT facilitation
- A valid Driver's License will be an added advantage.

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

#### *The successful candidate must have:*

- Knowledge of current technology best practices; general office maintenance and practices; word processing, presentation, and spreadsheet applications, specifically Microsoft Office suite and Microsoft packages.
- Sound knowledge of and ability to create correspondence using proper letter composition, grammar, spelling and punctuation standards.
- Good interpersonal and communication skills.
- Install and maintain computer networks, hardware, and software.
- Troubleshoot computers and networks problems.
- Programming languages (i.e., Java).
- Update and maintain database.
- Maintain electronics.

### KEY RESPONSIBILITIES:

#### *The successful candidate will be required to assist with:*

- Responsible for facilitating trainings at MKRI Digital Centre.
- Assessment and Monitoring of learner's performance and attendance.
- Identify and implement learners' improvement and support systems. • General Administration and Reporting.
- Provide support to digital Centre Supervisor.

### 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 via link provided: <https://forms.gle/9zCXhzLUR7kGweuP6>

The application must **clearly state the position applied for and the corresponding reference number**. Application 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](mailto: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: Interested candidates are encouraged to apply at their nearest Moses Kotane Research Institute Digital Centre. Please note that only applications submitted through the Digital Centres will be considered**