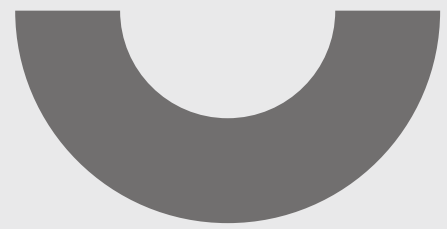


**Moses Kotane
Research Institute**
Research · Innovation · Excellence



EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: FINANCE SERVICES UNIT

**POST TITLE: MANAGER: INFORMATION SYSTEM
& TECHNOLOGY**

**SALARY: EQUIVALENT TO DPSA LEVEL 12/1
(PERMANENT POSITION)**

N.O OF POSTS: 1

CENTRE: DURBAN, MKRI OFFICE- OFFICE BASED

REFERENCE: ISTM- 01/2026

CLOSING DATE: 01 JULY 2026



Visit our website to apply

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www.moseskotaneinstitute.com



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BACKGROUND:

The Moses Kotane Research Institute (MKR) 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 Institute is looking to appoint a manager: Information System and Technology to manage and coordinate implementation of strategic and operational plans, managing information security, managing IT infrastructure, managing end-user support, coordinating system development, managing budgets, coordinating stakeholder relationships, and managing sub-unit.

REQUIREMENTS:

The ideal candidate must be in possession of Honour's Degree or equivalent (NQF 8) in IST or related qualification. Master's degree in related field & Registration with a recognized professional body will be added as an advantage. Must have minimum of 5 years relevant experience, of which 3 Years in an IST supervisory level will be essential. Working knowledge of IT legislation, regulations and other relevant prescripts. Knowledge of IT policies, practices, and procedures, including performance management, cyber security, talent development and budget management. A valid driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Successful Candidate must have knowledge and understanding of:

- Report writing.
- Excellent analytical, communication and leadership skills.
- Advanced proficiency in Information systems, Cyber security, IT Policy development and MS Office applications, Knowledge of IT service management, Knowledge of IT governance, Developing and implementing IT strategy and related policy, Knowledge of data centre environment, Knowledge of system automation and integration, Excellent oral, written and interpersonal communication skills, Financial acumen, awareness and knowledge, Ability to meet deadlines and work independently, Ability to get up to speed with new processes/ procedures and ability to adapt readily to change, Performance monitoring, evaluation and reporting, Ability to work in cross-functional projects management skills

KEY RESPONSIBILITIES:

The successful candidate will be required to:

- Manage the implementation of the sub-unit's strategic and operational plans
- IST Operations
- Information Management and Security
- IT Infrastructure Management
- End-User Management
- Management of Sub-Unit Budget
- People Management Develop and Maintain stakeholder.

DISQUALIFIERS:

A candidate with a Pending or Criminal Convictions cases /Pending or Disciplinary Records will be disqualified.

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