



**Moses Kotane
Research Institute**

Research · Innovation · Excellence

EMPLOYMENT ASSISTANT

POST TITLE: EL: RESEARCH ASSISTANT

STIPEND: R16 000-R19 000 PER MONTH (24 MONTHS ONLY)

N.O OF POSTS: 3(THREE)

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: EL/RA-01/2026

CLOSING DATE: 07 AUGUST 2026

   @moseskotanerresearchinstitute
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 **3(three) Research Assistants**, to support a growing demand for research services across the institution. This includes assistance with academic writing, data analysis, literature reviews, research coordination, and publications

REQUIREMENTS

- The ideal candidate must be in possession of NQF Level 9 in the following Qualifications Economics, Development Studies, Public Policy, ICT, Tourism, Statistics, Public Administration
- Must have a Valid driver's License
- An NQF Level 10 qualification will be added as an advantage

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- Demonstrated ability to conduct independent and collaborative research
- Dynamic and highly committed to working in a fast-paced Environment.
- Excellent analytical skills, attention to detail and ability to follow set deadlines.
- Ability to work independently and in a team.
- Proficiency in Microsoft Excel and familiarity with research or data Analysis software

KEY RESPONSIBILITIES:

The successful candidate will be required to:

- Conduct economic research.
- Support development of research proposals, literature reviews and research outputs
- Assist the institute with door-to-door data collection process in line with applicable procedures
- Maintaining data quality standards to preserve the integrity of data and findings
- Contribute to publication

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.