



**Moses Kotane
Research Institute**

Research · Innovation · Excellence



EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: CORPORATE SERVICES UNIT

POST TITLE: OFFICE ADMINISTRATOR (READVERTISED)

**SALARY: EQUIVALENT TO DPSA LEVEL 9 (PERMANENT
POSITION)**

N.O OF POSTS: 1 (ONE)

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: ADMINCSU-01/2026

CLOSING DATE: 04 OCTOBER 2026



   @moseskotanereseearchinstitute
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 1 (one) Office Administrator: Corporate Services Unit, to ensure all services, administration and reporting functions within the Corporate Services Unit for the MKRI as amplified hereunder, are conducted efficiently and effectively.

REQUIREMENTS:

The ideal candidate must be in possession of Degree/ Advanced Diploma in Business Administration or related (NQF Level 7)

■ Must 2 years of relevant experience and expertise in Business Administration and Project Management duties. ■

Previous experience working within a research institution or research focus environment ■ Project Management and or Paralegal qualifications, will be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

■ Good verbal and written communication skills

■ Computer Literate at an intermediate level

■ Good Office etiquette

■ Organisational and Planning Skills

■ Knowledge of the following legislation: • Constitution of RSA • Labour Legislations • Skills Development Act • PFMA

KEY RESPONSIBILITIES:

- The successful candidate will be required to assist with:
- Office Administration
- Governance and Reporting
- Project and Quality Management
- Records Management
- Facilities Administration
- Recruitment and Selection (Employee Wellness) Support and Administration
- Communications and Events Support
- Legal Support and Administration
- Skills Development Support

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.