



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



EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: CORPORATE SERVICES

POST TITLE: HUMAN RESOURCES MANAGER (READVERTISED)

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

N.O OF POSTS: 1 (ONE)

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: HRM- 01/2026

CLOSING DATE: 04 OCTOBER 2026

    @moseskotaneresearchinstitute
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 Institute is looking to appoint Manager: Human Resources, to manage the operations of the Human Resources Unit in a manner that ensures the efficient, effective, and transparent implementation of human resource strategies, policies, and procedures. The role is critical in ensuring compliance with relevant labour legislation and promoting sound employee relations, supporting talent management initiatives, and enabling the organisation to attract, develop, and retain a skilled and motivated workforce.

REQUIREMENTS:

- The ideal candidate must be in possession of NQF Level 8 in Human Resource or related qualifications
- Must have a minimum of 7 years relevant experience, of which 3 Years in Human Capital Management environment will be essential
- Previous experience working within a research institution or research focus environment
- Working knowledge of labour legislation and regulations, including the Basic Conditions of Employment Act, Labour Relations Act, and other relevant prescripts.
- Knowledge of human resources policies, practices, and procedures, including recruitment and selection, performance management, employee relations, and talent development.
- A valid Driver's License
- An NQF Level 9 qualification in Human Resources or related and Registration with a recognised professional body will be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Excellent oral, written, and interpersonal communications skills, as well as a demonstrated ability to be flexible, creative, and tolerant of ambiguity. ■ Financial acumen, awareness, and knowledge. ■ Performance monitoring, evaluation, and reporting. ■ Ability to work in cross-functional projects/teams. ■ Excellent co-ordination and project management skills. ■ Ability to apply best practices to managed content. ■ Computer literacy (MS Word, Excel, PowerPoint and/or Project).

KEY RESPONSIBILITIES:

The successful candidate will be required to assist with: ■ Manage the implementation of the sub-unit's strategic and operational plans ■ Resource Support and Management (of HR unit) ■ Management of Recruitment and Selection Process ■ Employee Wellness Management ■ Skills Development ■ Management of sub-unit reports ■ Develop and maintain stakeholder relationships ■ Management of sub-unit budget ■ People Management.

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.