Moses Kotane Research Institute

Research · Innovation · Excellence

EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: RESEARCH SERVICES UNIT

POST TITLE: EXPERIENTIAL LEARNER: RESEARCH ASSISTANT-STATISTICS

STIPEND: R13 000 (24-MONTH FIXED-TERM CONTRACT)

NO. OF POSTS: 1 (ONE)

CENTRE: DURBAN, MKRI OFFICE

REFERENCE: EL/STATS-01/2026

CLOSING DATE: 22 NOVEMBER 2026

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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) Experiential Learner: Research Assistant- Statistics, to support a growing demand for statistical services from the institution. This includes assistance mainly with design and maintenance of data management systems, and with design of data collection tools, data analysis, and contribution to research publications. The position will also contribute to capacity development.

REQUIREMENTS:

- NQF Level 8 qualification in Statistics; Mathematics, Data Science and Data Analytics.
- Ability to work with quantitative methods, processing and analysis of data.
- Ability to conduct independent and collaborative research.
- Proficiency in Microsoft Excel and at least one data analysis software
- A valid Driver's License.

ADDED ADVANTAGE:

Experience in academic tutoring in statistics/ mathematics or related field, public relations, or a related field.
Experience in a data management role.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Excellent analytical skills ■ Attention to detail and ability to follow set deadlines. ■ Dynamic and highly committed to working in fast-paced environment. ■ Ability to work independently and in a team

KEY RESPONSIBILITIES::

The successful candidate will be required to assist with: ■ Data management systems (Data base development and dashboard maintenance, data collection tools, data gathering, data cleaning and analysis. ■ Contribute to economic research through the application of quantitative methods-to process, analyse and interpret interpret results to support evidence-based research outputs. ■ Assist with the development, maintenance, and documentation of research data management systems- including databases, data repositories, dashboards, and structured datasets used for analysis, reporting, and institutional knowledge management. ■ Assist with the design- development, and implementation of data collection methodologies, tools, and instruments to optimise data quality, consistency, and reliability across research projects. ■ Ensure data quality assurance and control throughout the research data lifecycle- including data cleaning, formatting and integration and adherence to data governance and integrity standards. ■ Contribute to research publications.

DISQUALIFIERS:

Any candidate who has a Pending or Criminal Convictions cases /Pending or Disciplinary Records

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.