
BUSINESS UNIT: ECONOMICS AND STATISTICAL SERVICES

POST TITLE: MANAGER: MARITIME

SALARY: R 929 090,12 PER ANNUM (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service) - LEVEL 12

CENTRE: La Mercy

REFERENCE: MM/01 2023

REQUIREMENTS:

The ideal candidate must be in possession of a Master's degree in Maritime Studies or related NQF level 9 qualification from an accredited tertiary institution. Minimum 5-years maritime research or maritime economics/development related experience, 3 of which should be at management level. A Valid driver's license. A PhD and experience with data analytics tool would be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - ■ Knowledge of PFMA, Labour and other public sector legislation and practice ■ Good knowledge of implementing targeted outreach programmes ■ Ability to manage complex data and produce meaningful insights ■ Financial acumen, strong relationship building and stakeholder management skills ■ Ability to get up to speed with new processes/procedures and ability to adapt readily to change ■ Financial management skills ■ Good communication skills (verbal & written) ■ Ability to work in cross-functional projects/teams, excellence in co-ordination and project management ■ Computer literacy (MS Word, Excel, PowerPoint and/or Project).

KEY RESPONSIBILITIES:

The successful candidate will be required to provide input into the development of the sub-unit's operational strategic plan and implementation thereof; Develop, review, and implement policies relevant to the operations of the sub-unit; Manage maritime projects, including but not limited to research project design, development and review ■ Manage research initiatives within the unit; Liaise and maintain sound relationships with industry and sponsors ■ Manage stakeholder requirements to ensure that it is well understood, documented, and constantly revised ■ Manage the implementation of the sub-unit's financial targets and ensure strict compliance with budget ■ Set Key Performance indicators and outcomes for the sub-unit.

BUSINESS UNIT: OFFICE OF THE CHIEF EXECUTIVE OFFICER

POST TITLE: MANAGER: MONITORING AND EVALUATION

SALARY: R929 090,12 PER ANNUM (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service) - LEVEL 12

CENTRE: La Mercy

REFERENCE: MME/ 01 2023

REQUIREMENTS:

The ideal candidate must be in possession of an Honours degree in Audit/Finance or related field (NQF8) • Proven Experience in monitoring performance information, including but not limited to monitoring of APP, AOP and aligning such to entity strategic objectives; 5 years' experience in internal auditing and or monitoring & evaluation or similar role; 3 years of which should be in public sector management. A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must demonstrate: - ■ practical knowledge of Public Sector legislation relevant to the monitoring and evaluation function ■ Planning and strategic planning skills ■ Public Sector Budgeting ■ Facilitation of Annual Performance Plans and relevant implementation tools ■ Analysis and problem solving ■ Decision making and Conceptual thinking, Information seeking, Stress tolerance, Reliability, Integrity, Independent worker ■ Facilitating teamwork, ■ Proactive communication, Ability to develop and Maintain stakeholder relationships. Above average Organising skills. Results and Quality oriented, Technical and professional knowledge/skills. ■ Good communication skills (verbal & written) ■ Computer

literacy in MS Office.

KEY RESPONSIBILITIES:

The successful candidate will be required to Support the CEO to manage the implementation of the MKI strategic and operational plans. Design and implementation of M&E systems and processes ■ Develop and coordinate monitoring and evaluation systems for all business programmes ■ Facilitate Evaluations ■ Manage entity reporting of M & E ■ Service provider Management ■ Records Management ■ People Management ■ Management of sub-unit budget, Develop and maintain stakeholder relationships.

BUSINESS UNIT: RESEARCH AND DEVELOPMENT

POST TITLE: MANAGER: RESEARCH AND DEVELOPMENT

SALARY: R1 130 429,53 PER ANNUM (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service) - LEVEL 13

CENTRE: La Mercy

REFERENCE: RM 01/23

REQUIREMENTS:

The ideal candidate must be in possession of a Master's degree in Social Sciences or any other relevant qualification (SAQA NQF9)• Minimum of 5 years independent research experience, 3 years of which should be at management level• A Valid Driver's License. A PhD would be an added advantage. Experience with data analysis tool would also be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - ■ Excellent oral, written, and interpersonal communications skills ■ Good co-ordination and project management skills ■ Ability to apply sound research techniques, methodology and logical critical analysis ■ Ability to evaluate, verify, and edit research data. ■ Ability to establish and maintain quality, safety, and data control standards ■ Ability to work independently, accurately and to problem solve technical and methodological issues that arise during any research project. Computer literacy (MS Word, Excel, PowerPoint and/or Project).

KEY RESPONSIBILITIES:

The successful candidate will be required to manage the implementation of the research strategic and operational plans ■ Manage action research projects ■ Conduct research for publication ■ identify project goals, research methods, variables, and other test parameters and analysing various sets of data to produce research reports. ■Present research findings in both internal and external platforms ■ Participate and advise on policy development and implementation ■Meet with researchers in individual and group settings to consult on projects, planning, and best practices; exploring and piloting base-line services in practices and techniques; and creating documentation and guidelines related to emerging data management needs.

BUSINESS UNIT: ECONOMICS AND STATISTICAL SERVICES

POST TITLE: RESEARCH PRACTITIONERS: MARITIME X2

SALARY: R502 538,52 PER ANNUM - LEVEL 10

CENTRE: La Mercy

REFERENCE: RPM- 01/2023

REQUIREMENTS:

The Ideal Candidate must be in possession of an accredited Honours' degree in Maritime/Economics or related field (SAQA NQF 8. A valid driver's license. Minimum of 3 years' experience in conducting and analyzing research (post tertiary). A Master's degree will be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Practical knowledge of proposal writing and drafting research reports■ Computer literacy (MS Office) ■ Working knowledge of maritime regulations■ Excellent oral, written, and interpersonal communications skills. ■ Good co-ordination and project management skills■Ability to maintain quality and data control standards. ■High alertness and attention to detail.

KEY RESPONSIBILITIES

The successful candidate will be required to ■ conduct research, data analysis and reporting ■ travel to collect and record data as appropriate to the specific objectives of the study ■ Assist with reporting on findings and make preliminary recommendations as a result of the research ■ Prepare research reports ■Provide operational support to other company-wide projects.

BUSINESS UNIT: INNOVATION AND TECHNOLOGY
POST TITLE: RESEARCH PRACTITIONER: RESEARCH & INNOVATION
SALARY: R502 538,52 PER ANNUM - LEVEL 10
CENTRE: La Mercy
REFERENCE: RP- RI 01/2023

REQUIREMENTS:

The ideal candidate must be in possession of an Honours degree in Business, Social Sciences/Applied Sciences (SAQA NQF8)• A Master's degree would be an added advantage• A valid driver's license ■ 3 years post qualification experience in innovation related projects.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Organizational and planning skills ■ Good verbal and written communication skills ■ Excellent computer literate. ■ Flexibility and Adaptability ■ Good interpersonal skills ■ Above average report writing skills ■ Self-reliance/ Independent worker ■ networking and developing relationships ■ Organising and prioritizing ■ innovation related technical and professional knowledge/ skills.

KEY RESPONSIBILITIES:

The successful candidate will be required to ■ conduct research, data analysis and reporting ■ travel to collect and record data as appropriate to the specific objectives of the study ■ Assist with reporting on findings and make preliminary recommendations as a result of the research ■ Prepare research reports ■ Provide operational support to MKI digital centres across the KwaZulu Natal Province.

MOSES KOTANE INSTITUTE
BUSINESS UNIT: ECONOMICS AND STATISTICAL SERVICES
POST TITLE: OFFICE ADMINISTRATOR
SALARY: R 402 633,24 PER ANNUM - LEVEL 9
CENTRE: La Mercy
REFERENCE: OA/01 2023

REQUIREMENTS:

The ideal candidate must be in possession of a Degree in Business Studies/ Administration or related (SAQA NQF7)• Minimum of 3 years, post-qualification, project coordination and/or office administration experience in a public sector environment• Certified MS Office Suite literacy and a valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: 3-year projects co-ordination experience. ■ 3-years general administration including maintenance of filing systems, and databases. ■ 3-years' experience in compiling presentations, and spreadsheets, specifically demonstrating advanced literacy in Microsoft tools. ■ Sound knowledge and competency in creation of correspondence using proper letter composition, grammar, spelling, and punctuation standards.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide overall project co-ordination and administrative support. ■ Schedule & co-ordinate meetings for the unit and stakeholders. ■ Logistical coordination of internal/external workshops and events ■ ■ Establish and maintain electronic and physical document management for the unit.

DIRECTIONS TO APPLICANTS :

Interested applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their applications to: recruitment@moseskotane.com. The application n **clearly stating 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.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online. You can find the list of Designated Online Application Centres (DOACS) at

www.kznonline.gov.za/kznjobs.”

For any technical queries contact The Human Resources Manager, Ms Mngoma at hadmin@moseskotane.com. Candidates who have not heard from MKI 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 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.

CLOSING DATE: 25 AUGUST 2023