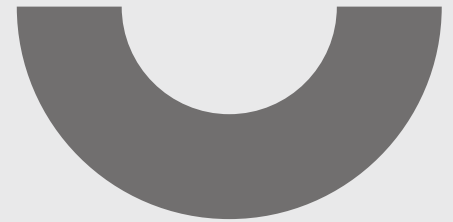


**Moses Kotane
Institute**

Research · Innovation · Excellence



CALL FOR APPLICATIONS

MANAGER: RESEARCH AND DEVELOPMENT

REFERENCE: RM 02/24

CLOSING DATE: 17 MAY 2024

Visit our website to apply

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www.moseskotaneinstitute.com





CALL FOR APPLICATIONS

BUSINESS UNIT: RESEARCH AND DEVELOPMENT
POST TITLE: MANAGER: RESEARCH AND DEVELOPMENT
SALARY: R1 130 429,53 PER ANNUM
(All-inclusive remuneration package) - LEVEL 13
CENTRE: La Mercy
REFERENCE: RM 02/24

MINIMUM REQUIREMENTS:

The ideal candidate must be in possession of a Master's degree in Social Sciences or any other relevant qualification (SAQA NQF 9)

- Minimum of 5 years independent research experience, 3 years of which should be at management level
- A PhD would be an added advantage. Experience with data analysis tools would also be an added advantage. A valid driver's License is a must as the position requires travel

RESPONSIBILITIES:

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
- Decision making
- Facilitating teamwork
- 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:

- 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.

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 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.

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: 17 MAY 2024