



Moses Kotane Institute

INNOVATION. THE FUTURE

INFORMATION TECHNOLOGY SPECIALIST 3 Year Contract

Background: The Moses Kotane Institute (MKI) is an entity of the KZN Department of Economic Development, Tourism and Environmental Affairs. It leads the attainment of radical and inclusive economic growth through STEM related, research, education and skills development. We are looking for a well-rounded Information Technology Specialist who will be responsible for managing and co-ordinating the activities of the Information Technology function of the institute, including IT infrastructure and vendor relationships, service level agreements, sourcing and managing IT services, managing IT risks, operational plans and end user support, IT service desk and administration and provides decision support to the Institute and other managers on all matters relating to information technology functions.

Output areas Policy development & alignment, procurement and contract management, governance and reporting and leadership

Requirements: Minimum degree or National Diploma in Computer Science, Information Technology or equivalent. Additional IT certifications will be an added advantage

Skills Dedicated interested individuals must be proficient in operating systems maintenance and configuration including Windows, MS Office, Mac OS and LINUX; mobile operating systems). Must be familiar with COBIT, ITIL. Suitable networking skills, website uploads, problem solving and troubleshooting, contract management, report writing, pay attention to detail, the ability to multi-task and have excellent communication, coordination and interpersonal skills. Must be able to work independently and flexibly beyond office hours when necessary.

Experience Minimum 3 years professional experience in managing Information Technology infrastructure

Duration: Three-year fixed contract.

Remuneration: Competitive and based on qualification and experience.

Correspondence: All correspondence shall be forwarded to Natasha Singh at natasha.singh@moseskotane.com by Tuesday, 19 June 2018

SUPPLY CHAIN MANAGER 3 Year Contract

Background: The Moses Kotane Institute (MKI) is an entity of the KZN Department of Economic Development, Tourism and Environmental Affairs. It leads the attainment of radical and inclusive economic growth through STEM related, research, education and skills development. We are looking for a well-rounded Supply Chain Manager who will be responsible for leading, directing and coordinating activities of supply chain management function of the Institute; to provide an efficient, cost effective service to all internal departments in a manner that meets "best practice" requirements and is compliant with the requirements of the PFMA and other legislation. The SCM manager will provide decision-support to the CFO and other managers relating to demand management, procurement, contract management, logistics and risk management.

Output areas Policy development & alignment, demand management, tender process management, contract management, acquisition/procurement management, governance and reporting and leadership.

Requirements: Minimum NQF level 7 in supply chain management or finance related fields.

Skills Dedicated interested individuals must be proficient in Microsoft Office suit and proficient in Excel, Pastel (Partner/Evolution) or other relevant software, pay attention to detail, the ability to multi-task and have excellent communication, coordination and interpersonal skills. Must be able to work independently and flexibly beyond office hours when necessary. Good understanding of relevant legislation, specifically PFMA & Treasury Regulations), PPPFA, BBBEE, MTEF and other legislation to public sector.

Experience Minimum 5 years with 3 years in SCM management position

Duration: Three-year fixed contract.

Remuneration: Competitive and based on qualification and experience.

Correspondence: All correspondence shall be forwarded to Natasha Singh at natasha.singh@moseskotane.com by Tuesday, 19 June 2018