



## Moses Kotane Institute

INNOVATION. THE FUTURE

### GENERAL MANAGER: SECTOR BASED RESEARCH AND SKILLS DEVELOPMENT 5 YEARS CONTRACT

#### Background

The Moses Kotane Institute is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA), with a mandate of providing an internationally recognised quality research driving the economic development and innovation in the province. It does this by providing timely and accurate research to support the attainment of radically transformed, inclusive and sustainable economic growth for the province in partnerships with public and private sector. The entity requires a general manager for research and skills development who will be responsible for leading sector-based research and skills development coordination in the province.

#### Requirements:

A master's degree in business / Economic Policy Development/ social sciences / applied sciences or any other relevant field. Doctoral degree an added advantage.

**Experience:** Minimum 10-year experience in leading sector-based research and skills development coordination.

**Remuneration:** DPSA Level 13

**Skills:** Keeping current with trends, consumer insights, and competitive strategies • Requires independent, analytical and innovative work efforts regarding proper procedures, planning and follow-up • Requires adaptability to handle multiple projects simultaneously while remaining aware of project milestones, understanding of management principles, especially of time management • Core values required are Ubuntu/Batho Pele, honesty, integrity and accountability. Relationship building and maintenance.

#### Core competencies

Core skills and capabilities include computer literacy (MS Word, Excel, PowerPoint and/or Project), communication and networking, writing (academic and business writing), conceptual and analytical abilities, English proficiency, excellent presentation skills and problem-solving ability. Must have a valid driver's licence.

#### Responsibilities:

- To co-ordinate the production and dissemination of authoritative economic research in support of EDTEA and the Provincial Government.
- To lead the facilitation and co-ordination of skills development in support of the strategic initiatives of EDTEA and Provincial Government.
- To lead the strategic integration of emergent technologies in driving industrial development in KZN.
- To lead in relevant research and make recommendations on policy, skills development strategy and interventions.
- To develop and maintain a centralised researched knowledge repository.
- To oversee the co-ordination of sector-based forums to support skills interventions that identify and address current and future labour market needs.
- To lead in development of a cohort of highly skilled youth through our bursary programmes.
- To initiate and lead in the establishment an MKI School of Science, Technology Engineering for the needy and deserving.
- To identify and develop appropriate curriculum for the envisaged MKI school
- To identify strategic partnerships to source funding for the strategic research projects for the province.
- To identify international strategic partnerships to enhance youth skills development in the field of Science, Technology, Engineering and Mathematics
- To build relations and create strategic partnerships in STEM field.
- Co-ordinate functions between line sector departments, provincial training institutions and external service providers to respond to the needs of the provincial economy
- Oversee the strategic direction of the Provincial Economic Skills Development Cluster

### SKILLS DEVELOPMENT AND PARTNERSHIPS MANAGER 5 YEAR CONTRACT

**Background:** The Moses Kotane Institute is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA), with a mandate of providing an internationally recognised quality research driving the economic development and innovation in the province. It does this by providing timely and accurate research to support the attainment of radically transformed, inclusive and sustainable economic growth for the province in partnerships with public and private sector. The incumbent's responsibilities include coordinate implementation of sector skills development programmes by various stakeholders and build relationships through sector-based forums based on research recommendations.

**Requirements:** A Master's degree in business / social sciences / or related fields

**Experience:** Minimum 5-year experience

**Remuneration:** DPSA Level 11

**Skills:** Excellent project management, ability to use spreadsheet effectively, ability to manipulate and manage complex data and produce meaningful insights, work independently with minimal managerial supervision, good coordination skills, multi-tasking and work well under pressure, high attention to detail, good communication and administration skills, problem solving and goal oriented.

**Core competencies:** Core skills and capabilities include computer literacy (MS Word, Excel, PowerPoint and/or Project), communication and networking, writing (academic and business writing), conceptual and analytical abilities, English proficiency, excellent presentation skills and problem-solving ability. Must have a valid driver's licence. Core values required are Ubuntu/Batho Pele, honesty, integrity and accountability.

#### Responsibilities:

- Develop skills development and partnerships policy
- Manage, design, develop, coordinate skills development multiple project plans based on research recommendations
- Coordinate implementation of skills development programmes by various stakeholders
- Manage skills development projects from initiation to completion, ensuring productivity and cost efficiency
- Maintain milestone schedules, engagements with stakeholders
- Maintain the implementation of existing project governance principles and procedures,
- Maintaining good filing and administration of project documents,
- Ensure timeous completion of skills project within budget
- Perform project risk assessments of all projects prior to commencement
- Develop and maintain sector-based forums which serve as discussion platforms for required skills development in the province
- Ensure the signing of relevant partnerships, service level and funding agreements
- Communicate and build relationships with funder project managers and training providers
- Preparing technical summary reports for management
- Provide inputs into programme reporting, evidence collection and provide insight into the report.
- Contribute to program process development and improvement, give insight to new funding proposals and suggest better ways to manage and run operations

### RESEARCH AND INNOVATION MANAGER 5 YEAR CONTRACT

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**Requirements:** A Master's degree in business / social sciences / applied sciences

**Experience:** Minimum 5-year experience

**Remuneration:** DPSA Level 11

**Skills:** Research ability, analytical mind, excellent written and verbal communication skills including presentation skills. Strong project management ability, systematic and pay attention to detail. Ability to manage a team of researchers.

**Core competencies:** Core skills and capabilities include computer literacy (MS Word, Excel, PowerPoint and/or Project), communication and networking, writing (academic and business writing), conceptual and analytical abilities, English proficiency, excellent presentation skills and problem-solving ability. Must have a valid driver's licence. Core values required are Ubuntu/Batho Pele, honesty, integrity and accountability.

#### Responsibilities:

- Supervise research projects from early planning stages to project completion
- Write research specifications and agreeing project requirements, objectives and research terms of reference
- Search for and retrieving information from paper-based sources, the internet and online databases
- Collect data using a variety of tools and methods i.e. qualitative and quantitative research
- Perform data analysis and write reports
- Supervising and acting as a mentor to junior/external researchers
- Ensure that agreed upon project deadlines are met
- Keep up-to-date with research/policy developments
- Writing speeches, articles, policy papers and briefs
- Manage and coordinate innovation, creativity and patenting projects
- Liaise with, advising and answering enquiries from MPs, related agencies, parliamentary advisers, members of the public and private sectors, academics and local council, policy bearers and external researchers and other various stakeholders

**Correspondence:** Shortlisted candidates will be required to undergo competency testing and verification processes prior to an interview. Interested candidates must submit a covering letter, CV, certified copy of ID, certified copy of driver's licence and certified copies of qualifications (SAQA evaluated if foreign). Applications must be submitted to Ms Natasha Singh at [Natasha.Singh@moseskotane.com](mailto:Natasha.Singh@moseskotane.com) by 21 September 2018. For any administrative queries contact Natasha Singh on 031 266 1777. Candidates who have not heard from MKI within 6 weeks from the closing date can consider their application as being unsuccessful.