



edtea

Department:
Economic Development, Tourism and
Environmental Affairs
PROVINCE OF KWAZULU-NATAL

NOTICE

Invitation for Nominations of the Non-Executive Director to the Board of Moses Kotane Institute

Moses Kotane Institute (MKI) is responsible for Training and Skills Development in Science, Technology, Engineering and Mathematics (STEM). The Moses Kotane Institute NPC ("MKI" or "the Company") is recruiting Non-Executive Directors to be appointed to the Board of MKI for a one-year term.

Profile: The incumbents will be responsible to bring board and governance skills and experience to the Company in relation to MKI's core mandate.

Key responsibilities: • Contribute actively to the Board of Directors by giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance • Support the Company's Executive Management Team • Ensure that MKI's governance is effective and in line with legislation • Maintain the reputation of the MKI and uphold its values • Ensure the financial stability of MKI • Attend Board meetings and read papers in advance of meetings, to assess the issues for discussion • Maintain an understanding of the activities of the Company and wider issues which affect its work • Provide the appropriate level of Board oversight and guidance to the financial and operational activities of the company • Participate in any other tasks that arise from time to time, appropriate to the role.

Qualification and skill requirements: • A tertiary qualification (NQF level 7) and experience in one or more of the following fields: * Business Management/Commerce * Strategy * Risk Management * Financial Accounting and Management * Science/Technology/Mathematics * Maritime Studies * Public Sector Administration and Governance * Education and Training/Education Management * Communication • Experience in strategic planning and execution • Knowledge of contracting, negotiating and change management • Experience in formulating policy and developing and implementing new strategies and procedures • The ability to develop financial plans and manage resources • Knowledge of communication and public relation techniques • Excellent verbal, written and interpersonal communication skills • The ability to communicate and interact with individuals at all levels of society and to work effectively with a wide range of constituencies in a diverse community.

Competencies and experience: • Relevant qualification(s) • South African resident • Strong communications skills • Board experience • Public sector experience • Business experience.

Please submit a brief CV of the nominated candidate as well as the nominator's motivation, together with an acceptance letter signed by the nominated candidate, to the Head of Department, 2nd Floor, 270 Jabu Ndlovu Street, Pietermaritzburg 3201 or posted to Private Bag X9152, Pietermaritzburg 3200 or e-mail to Board.Applications@kznedtea.gov.za detailing your availability and references.

Interested parties must please download the Terms of Reference for application purposes from the MKI website at www.moseskotaneinstitute.org from 19 December 2016. The closing date for applications is Friday, 27 January 2017 at 16:00. For more information, please contact Ms Karin Baldwin (Moses Kotane Board Secretariat) at (031) 514-7036.

Only short-listed candidates will be contacted.

Mr S Zikalala, MPP

Member of the Executive Council of the Province of KwaZulu-Natal responsible for Economic Development, Tourism and Environmental Affairs