



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

**The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established through the Skills Development Act. This SETA encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing and plastics industries.**

We have excellent opportunities for the following professionals to join Strategy and Research Division:

**Manager: Knowledge Management (D1)**

**Salary Level (Min. to Mid): R623 719, 34– R735 988,612 pa**

**FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**

**Head Office**

**Purpose:** To implement a knowledge management and digital ecosystem strategy, policies that promote the effective management and governance of data, information, knowledge, records and digital asserts for improving strategic planning, strategic decision making, governance and operational efficiency.

**Duties:** The duties will include but not limited to the following:

1. Implementation of the knowledge management strategy
2. Providing strategic guidance to business units in the development of strategies and policies that impact the institutionalization of knowledge management and the digital ecosystem in line with the merSETA budget guidelines
3. Collaborating with key internal and external partners to develop and maintain an organizational learning system that is focused on promoting innovation, continuous learning and continuous improvement for better skills development management practices.
4. Strategic information and knowledge dissemination to internal stakeholders (merSETA Executive, Senior management, Managers)
5. Strategic information and Knowledge dissemination to external stakeholders (Chambers, industry, academics, policy makers )
6. Policy analysis and trends analysis
7. Project management

**Qualities, experience, knowledge and skills required:**

- A minimum of Matric/ NQF Level 4.
- Postgraduate Qualification in Information Science/ Information Management/ Informatics or equivalent
- 3 - 5 years in the Management of Enterprise information (Information and Knowledge Management)
- Master's Degree will be an added advantage
- Knowledge of relevant legislation and Regulations (e.g., POPI Act, Skills Development Act, Protection of Access to Information Act etc)



- Knowledge of the broader industry and merSETA
- Excellent presentation skills
- Team work / interpersonal skills
- Leadership
- Good oral and written communication skills
- Self-motivation
- Customer orientation
- Advanced ICT skills
- Advance Research skills
- Project management
- Strategic thinking
- Analytic thinking
- Problem solving
- Systems thinking
- Innovation Skills

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The merSETA is an equal opportunity employer; however, **preference will be given to Affirmative Action candidates. People with disabilities are encouraged to apply.** Please submit a detailed CV, qualification and application form and motivational letter to: [recruitment@merseta.org.za](mailto:recruitment@merseta.org.za)

Only shortlisted candidates will be contacted. ***Internal applicants will be shortlisted only if they meet all the requirements.*** Only shortlisted candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The MERSETA reserves the right to not make an appointment.**

**CLOSING DATE: 23 September 2021**