



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority. This SETA was established in terms of the Skills Development Act 97 of 1998 and encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing, plastics industries and automotive components sub-sectors

INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join the Strategy and Research Division:

Temp: Performance Information Analyst (C5)
Salary R45 579 pm
FIXED TERM CONTRACT ENDING 31 MARCH 2022
Head Office

Purpose – The purpose of this position is to provide performance information analysis skills in the Monitoring and evaluation unit. Specifically, it is to support the necessary increased activities of internal validations and third level quality assurance for producing quality performance information management, critical to achieving the performance information improvement action plan to support monitoring, auditing, validating, and reporting obligations of the merSETA.

Duties: The duties include but are not limited to the following:

- Analyse performance information and other data in line with the merSETA strategic outputs and outcomes.
- Conduct validation of reported performance information to ensure that the reported performance information is accurate, valid and complete as per the AGSA, DPME and DHET guidelines.
- Review data sources for performance information to identify risks which could hamper achievement of performance targets, and work with the M&E manager and process owners to mitigate identified risks.
- Develop and implement performance metrics to help improve performance information and operational efficiency.
- Regularly monitor performance and generate performance reports for management.



Qualities, experience, knowledge and skills required:

- Degree or Diploma in Monitoring and Evaluation/ Operations Management/ Informatics/ Accounting / Statistics or equivalent.
- A postgraduate qualification in Statistics or Monitoring and Evaluation or equivalent will be an added advantage.
- 3-5 years' experience in Monitoring and Evaluation or related function
- SETA background, high level business overview and knowledge of National Treasury, DPME, Auditor General Performance Audit and SETA processes
- Systems and process orientation, client service background.
- An understanding of SETA performance information management systems
- Management of data integrity for reporting purposes.
- Advanced research skills
- Advanced computer skills
- An understanding of Policy and Legislation
- Advanced analysis and problem-solving skills
- Customer Service Orientation
- Investigative Orientation
- Oral and written Communication
- Attention to detail
- Rule Orientation
- Planning and organising

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 and motivational letter to: recruitment@merseta.org.za

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: 07 October 2021