



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Sector Education and Training Authority, established through the Skills Development Act of 1998 (as amended). The merSETA facilitates skills development in the following sub-sectors: Metal and Engineering, Auto Manufacturing, Motor Retail, Auto Components Manufacturing, New Tyre Manufacturing and Plastics Manufacturing.

The merSETA is a Schedule 3A public entity, established by the Minister of Higher Education and Training in 2000, and is governed by the Skills Development Act 97 of 1998, the Public Finance Management Act 1 of 1999, the National Treasury Regulations, SETA Constitution and other relevant laws. The merSETA subscribes to the principles of the King IV Code of Corporate Governance where applicable.

The stakeholders of the merSETA include employers, trade unions, professional bodies, government departments and bargaining councils that hold a stake in the merSETA. More information can be obtained from www.merseta.org.za.

This Paterson E-Upper Band Executive level opportunity, based in Johannesburg at the merSETA Head Office, is remunerated in line with the merSETA remuneration policy.

This is a fixed term contract aligned to the SETA license term. The successful applicant will report to the merSETA Chief Executive Officer.

CHIEF OPERATIONS OFFICER

The COO of the merSETA is responsible for providing effective professional leadership in developing and implementing an Operational Strategy aligned to legal and mandatory requirements. To also direct the operating plans of the merSETA to preserve stakeholder value and ensure good corporate governance.

KEY AREAS OF RESPONSIBILITY

- Provide strategic direction to facilitate operational effectiveness.
- Develop and manage the Operations budget, Mandatory Grant, ETQA, Programmes Implementation and Project Administration budget
- Oversee the implementation of financial policies and procedures
- Develop operational strategies.
- Design operational Policies, Processes, Procedures, and systems to achieve stakeholder satisfaction and meet/maintain external stakeholder requirements.
- Develop plans to increase the focus on Artisan development.
- Implementation of internal control systems and processes
- Keep abreast of national and international best practice and new technologies
- Liaison with internal stakeholders to ensure efficient service delivery and teamwork
- Upskilling and the management of division performance.
- Reviewing the efficiency of operational functions, planning changes and updates.

QUALIFICATIONS & EXPERIENCE REQUIRED

- A relevant Post-graduate qualification (NQF 8).
- A relevant master's degree (NQF 9) will be an added advantage
- 10 years relevant working experience in the merSETA sectors of which five (5) years must have been in Senior Management
- Extensive Business, Financial, Strategic, Change, Knowledge, Programme, Project, and People Management and Governance Experience
- Well developed knowledge of all SETA-related legislation such as: PFMA, Treasury Regulations, NQF, Skills Development Act & Skills Development Levies Act
- Excellent written and verbal communication skills
- Proven track record in service delivery, innovation and managing stakeholder relationships at all levels
- Experience at senior management level in developing a strategy for a business/organisation and/or successfully leading and inspiring a diverse group of employees.
- Experience at executive management level will be an added advantage.
- Knowledge of the Manufacturing, Engineering and Related Services Sector will be beneficial.

ATTRIBUTES SOUGHT

- Above average understanding of the South African Public service sector and corporate governance, with knowledge of the Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levy Act (SDLA), and other relevant legislation.
- Strong strategic and leadership capability.
- Problem solving and analysis.
- Interpretation of documentation.
- Data analysis and reasoning.
- Building stakeholder relationships.
- Interpersonal sensitivity.
- Resilience.
- Operational planning.
- Results orientation.
- Rule orientation.
- Customer service orientation.
- People management.
- Presentation skills.
- Communication skills.

The candidate agrees to participate in a selection interview, background verification and competency and attribute assessment

Applications must include a detailed CV with at least two (2) contactable references, certified copies of all qualifications, and an ID must be submitted. Failure to submit all required documentation will lead to disqualification.

Applications must be submitted to coorecruitment@merseta.org.za or hand delivered to the merSETA Head Office marked for the attention of the Corporate Services Executive. Note that only shortlisted candidates will be contacted.

Closing Date: 18 February 2022

The merSETA is an equal opportunity employer and appointments are aligned to the merSETA EE Plan. People with disabilities are encouraged to apply.