



**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.**

**INTERNAL & EXTERNAL ADVERT**

We have excellent opportunities for the following professional to join Human Resources Division:

**Project Manager: Organisational Transformation**

**Salary Level (Min. to Mid):**

**R959 114,12 - R1 131 754,20 pa**

**12 MONTH FIXED TERM CONTRACT**

**Purpose:** The Project Manager: Organisational Transformation will be responsible for supporting the implementation of merSETA's new operating model and accompanying change process and culture survey recommendations that supports the merSETA in accomplishing business goals. The incumbent will oversee the implementation of a new organizational structure and ensure the successful migration of employees into the new structure as well as support the organisational culture action plans. In addition, the Project Manager will be charged with overseeing the implementation of new job profiles, job grading and the compilation of a competency framework.

**Duties:**

1. Design and implement change management initiatives throughout the business in line with business requirements; and ensure effective monitoring and reporting of change management programmes
2. Provide change management consultation to include assessment of current and future change initiatives, redesign and implementation of change and transition processes. Ensure that metrics are in place to measure impact and success.
3. Design and implement a programme for the implementation of the new merSETA operating model
4. Translate programme into concrete processes in support of merSETA's new operating model
5. Implement and support strategic interventions that enable HR to meet the strategic demands of business through Organisational Development and Change Management interventions.
6. Contribute to the restructuring of departments to increase efficiency and align activities with business objectives.
7. Oversee the implementation of the action plans and recommendations emanating from the organisational culture surveys
8. Promote the assimilation of organisational effectiveness and change management within business through education, awareness, partnership and consultation with stakeholders
9. Support the placement and matching process



10. Review and update the competency dictionary, job profiles and conduct job evaluations
11. Support the recruitment and selection processes

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

- A Post-graduate qualification or equivalent in Industrial Psychology/Organisational Development/ Organisational Behaviour/ Management or any Human Resources related qualification.
- 6 year's organisational design and development experience at a senior management level, this includes Job Profiling and Job Evaluation knowledge
- Experience in business process engineering and change management is essential
- Experience in structure/operating model implementing
- Excellent communication and report writing skills
- Advance presentation skills
- Advanced Excel and Microsoft Office Skills

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The merSETA is an equal opportunity employer. ***Preference will be given to Affirmative Action candidates and people with disabilities in line with the EE Plan.*** Please submit a detailed CV, qualification and application form and motivational letter to: [recruitment@merseta.org.za](mailto:recruitment@merseta.org.za)

Only short listed 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: 17 January 2023**