



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 an excellent opportunity for the following professional to join the Human Resources Unit.

TEMP COORDINATOR: HUMAN RESOURCES (C3)

SALARY: R38 533,73 PER MONTH

FIXED TERM CONTRACT: 6 MONTHS

Head Office

Primary purpose: To facilitate, co-ordinate and support the merSETA Head Office and Regional offices; to ensure that all Human Resources initiatives are appropriately coordinated and facilitated.

Duties include:

- Coordinate HR administrative processes:
 - Ensuring established HR processes are adhered to and reviewed in conjunction with the Human Resources team to ensure efficiency and service delivery.
 - Managing training, reviewing reports, resolving discrepancies and finalising training applications through Supply Chain Management Unit
- Manage workflow in the office of the Senior Manager: Human Resources
- Reporting and Management of HR Information
- Manage and coordinate Wellness and Special HR events.
- Financial acumen e.g. process payment of invoices and helping manage HR Contracts
- Provide support and input to HR reports.
- Conduct relevant research on best practice as it relates to HR analytics.
- Recruitment Management
- Coordinate the enrolment and on-boarding process.
- Attend hearings, grievances and other employee relations meetings as the HR representative.
- Assisting employees with resolving HR related queries
- Facilitate implementation of organizational wide HR training interventions
- Coordinate the implementation of defined change management processes and projects.
- Perform other generalist HR responsibilities within the division



Qualities, experience, knowledge and skills required:

- NQF Level 6 qualification in Human Resources or a related field with 4 years relevant experience in the following fields is essential:
 - HR Generalist Support
 - Strong Employee Relations
 - HR In-house business systems VIP
- Knowledge of HR Legislation and SETA/Public Sector
- Knowledge of HR Administration, Policies, processes and procedures and practices
- Good verbal and written communication skills
- Computer literacy
- Attention to detail and accuracy
- Analytical thinking and problem solving
- Customer service orientation
- Financial acumen
- Teamwork
- Ability to work under pressure and with high demand
- Proficient in English

The merSETA is an equal opportunity employer; however, **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

Only shortlisted candidates will be contacted. **Internal applicants will be shortlisted only if they meet all the requirements.** 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: 13 FEBRUARY 2023