



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 ICT Division:

Temp Information Systems Analyst Developer X2 B5

Salary 22 783.33 pm

FIXED-TERM CONTRACT: 6 MONTHS

Head Office

Purpose – The purpose of this position is to provide day-to-day operations of the MIS Unit, with the first-line support for the Discretionary Grants submission queries of both internal and external stakeholders

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

1. Preparation of data for SETMIS and QMR reporting
2. Supporting the temporary learner information system by providing technical support.
3. preparation work for submitting learner records on SAQA NLRD
4. Responding to day-to-day queries of the MIS support unit
5. Provide general technical system support
6. Helpdesk support
7. Basic Data Integration

Qualities, experience, knowledge and skills required:

- NQF Level 6 qualification in Information Technology, Information Systems, Computer Science
- At least 1 year experience in ICT environment
- Knowledge of SETA environment
- Ability to establish priorities and work independently
- Knowledge of NLRD



- Knowledge of MySQL and SQL server
- Ability to place the client at the forefront of all interactions and understand their requirements
- Analysis and problem solving
- Attention to detail
- Customer service orientation
- Innovation
- Interpersonal sensitivity
- Investigative orientation
- Professional/technical skills
- Rule orientation

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 and motivational letter to: 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: 26 April 2023