



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.

Technical Specialist: Human Resource Administration C3

Salary Level (Min. to Mid): R422 300 – R505 800 pa

FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE

TERM Head Office

Primary purpose: HR Administration – the incumbent will be responsible for delivering best in class, simplified, personalized employee experience through superior service and operational excellence. This includes, but is not limited to responding to employee queries, processing large volumes of HR transactions and providing various documentation required by the employees.

Duties include:

- Advise and coach line managers and staff on the interpretation, application, and implementation of HR policies/procedures/processes/ systems
- Coordinate the appointment process in liaison with the Technical Lead: HR Administration
- Prepare job adverts, shortlist candidates and conduct interviews
- Manage the onboarding and induction processes and ensure processes are implemented according to existing merSETA policies and procedures
- Managing, maintaining, and updating HR records, which includes maintaining personnel records, managing HR documents (e.g., employment records and onboarding guides) and updating internal databases
- Arrange travel accommodations and process expense forms
- Assisting with the termination of employment processes for staff and ensuring all the necessary updates are made
- Ensure that all termination documents are completed, liaise with 3rd parties regarding employee contract termination i.e., Pension fund and medical aid
- Provide customized HR management information reports



- Assist with development and implementation of HR projects, such as recruitment drive, wellness days, organisational structure reviews etc

Qualities, experience, knowledge and skills required:

- NQF Level 6 qualification in Human Resources/Social Sciences/Organisational Development/Psychology/Labour Law/Employment Relations/Business Management/Administration
- 3 years experience in Human Resources Operations with a special focus on HR Administration Support
- Experience in processing a high volume of transactions using standard operating procedures for recruitment, payroll input submission, employee personal data changes, training and development, retirement etc is essential
- Knowledge of HR Policies and Procedures
- HR experience in a public institution is essential
- Working knowledge of HR systems
- Attention to detail and accuracy
- Knowledge of HR Legislation
- 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

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: 12 May 2023