



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

EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join the Corporate Services Division:

Technical Specialist: Facilities, Assets and Travel (C3)
Salary Level (Min. to Mid): R422 300 – R505 800 pa
FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
Head Office

Purpose: To ensure the maintenance of merSETA, head office and regional offices premises including hard services and soft services. The incumbent will be required to manage the lifecycle for all ICT assets (hardware, software, intellectual property, warranties etc.) including security, inventory, compliance, usage, and disposal process as well as oversee travel desk requests.

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

1. Supervision of general office workers and ensuring that the office buildings are serviced daily.
2. Liaison with security services to ensure that premises and all assets are guarded and secured, emergencies are immediately attended to.
3. Ensure that all the merSETA buildings comply with the Occupational Health and Safety Act.
4. Prepare monthly reconciliation with supporting schedules of the asset registers for relevant stakeholders and resolve uncleared items.
5. Plan and execute asset verifications, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register
6. Attend to all the Auditors 'audit requirements relating to assets verification and the disposal thereof.
7. Oversee the maintenance and repair of all company vehicles, including scheduling regular maintenance and coordinating repairs as needed and the maintenance of a log book.
8. Reconcile the fuel expenditure on a monthly basis for all petrol card holders and authorise the maintenance expenditure with the service provider
9. Reconcile insurance holders monthly policy reports and assist employees with insurance claims.



10. Facilitate and manage the implementation of Facility contracts in line with SCM policies and procedures.

Experience, knowledge and skills required:

- NQF Level 6 qualification in Facilities Management/Business Management/Administration/Finance
 - 4 years' experience in building/facilities management
 - Knowledge and experience of maintenance and repairs and travel desk requests coordination
 - Knowledge of asset management processes
 - Project management skills
 - Analysis and problem solving
 - Planning and organising
 - Teamwork
 - Written and oral communication
 - Attention to detail
 - Rule Orientation
 - Building relationships
 - Professional/ technical competence
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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