



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 Corporate Governance Unit.

Temp Administrator: Governance and Secretariat (B5)

Salary R22 783.33 pm

FIXED-TERM CONTRACT: 3 MONTHS

Head Office

Purpose – The purpose of this position is to provide administrative support to the Corporate Governance Unit.

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

- Provide secretariat and administrative support to Governance Unit.
- Reporting and management of information.
- Ensure correct filing and archiving of documents.
- Monitor office expense budget.
- Administrative logistical arrangements.
- Ensure all activities with budgetary implications to be subjected to the merSETA standard preapproval budget process.
- Any adhoc duties as may be requested by the supervisor.

Qualities, experience, knowledge and skills required:

- NQF Level 6 qualification in Corporate Governance, Public Administration, Compliance Management, Business Management, Business Administration, Office Management or Related Field.
- At least 1 year experience within Secretaries environment.
- committee Secretariat background including client service experience.



- Exposure to an environment with multiple stakeholders will be an added advantage.
- High level verbal and written communication skills.
- Knowledgeable on SDA, NQF Act, PFMA, SLA and other related legislation.
- Commitment to Stakeholder Sensitivity.
- Able to operate in a confidential environment.
- Committee administrative and minute taking skills
- High level of attention to detail.
- Results Orientated.
- Excellent Planning, Organizing and coordination skills.
- Analysis and problem solving.
- Strong Knowledge of merSETA business processes.
- Good communications and interpersonal skills.
- Computer skills.

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, application form and motivational letter to: recruitment@merseta.org.za

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: 31 May 2023