



**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 Operations unit:

#### **MANAGER: SPECIAL PROJECTS (D3)**

**SALARY LEVEL (Min. to Mid): R904 718 – R1 114, 203 pa**

**2 YEAR FIXED CONTRACT**

**Head Office**

**Purpose** – The incumbent will be responsible for planning, managing, guiding and driving the successful implementation of strategic special projects for the merSETA across different platforms, mediums and stakeholder groups.

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

- Evaluate, assess and analyze strategic, special proposals and prepare recommendations, motivations, business cases for consideration by COO for potential submissions to MANCO and Finance and Grants Committee
- Effectively plan, manage, coordinate, guide and direct strategic special projects ensuring delivery according to project objectives, timelines and specifications.
- Cost effective utilization, management and control of the special projects' budgets ensuring compliance to regulations
- Close working relationship with Management and external Stakeholders on key strategic special programmes and projects to ensure alignment to objectives, deliverables and timelines
- Assist with effective stakeholder relationship management to support delivery on strategic special projects and to amicably resolve complaints ensuring all feedback loops are completed
- Close working relationship with Client Services, Regions and Performance Reporting ensure optimal integration of SETA functions towards meeting APP targets
- Commission project impact analysis and/or evaluation when required
- Overall analysis and monitoring of discretionary grant projects and proactively identify poor performance and implement remedial actions to ensure delivery in line with project targets



- Preparing and consolidate reports for COO Office submissions to Finance and Grants Committee
- Ensure adherence to merSETA policies, procedures, PFMA and relevant legislation
- Continuously track, monitor, measure and statistical analysis of the strategic special projects results and performance against set standards and targets ('the number') in order to timeously implement viable solutions to maintain or exceed targets
- Review and validate integrated reports for COO approval before submission to Finance and Grants
- Effective utilization of research, up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve SETA performance
- Assist the COO to build, maintain and grow relationships across the sector ensuring stakeholder needs are understood and opportunities are optimally exploited
- Professional visible representation of the SETA, ensuring all behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders, and between Management, Staff and external Stakeholders
- Effectively plan, coordinate, manage and execute ad hoc projects

**Qualities, experience, knowledge and skills required:**

- An appropriate NQF Level 7 qualification
- NQF 8 or higher qualification will be an added advantage
- 5 years' experience in managing large scale projects
- Proven track record in driving project execution and optimizing performance.
- Knowledge, understanding and appreciation of regulatory and legislative frameworks within the SETA landscape is essential.
- Up-to-date knowledge and understanding of new developments and strategies in the sector.
- Advance information gathering, report writing and communication skills
- Problem Analysis
- Technical Skill and Competence
- Management Control and cross functional awareness
- Judgement
- Relationship Management and customer service orientation
- Commercial Orientation and innovation
- Integrity and decisiveness
- Stress Tolerance
- Driver's license and own transport will be essential as travelling to different regions will be a need.

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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 and motivational letter to: [recruitment@merseta.org.za](mailto: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: 20 June 2023**