



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

INTERNAL/EXTERNAL ADVERTISEMENT

We have an excellent opportunity for the following professionals to enhance our Levy and Grants Unit

Temp Administrator: Levy and Grants X2 (B5)

Salary R24 264.24 pm

FIXED-TERM CONTRACT: 6 MONTHS

Head Office

Duties:

- To maintain Levy income schedule
- To assist with the processing of mandatory grants payments
- To assist with the processing of discretionary grant payment
- To maintain the projects and discretionary grant commitment
- Recover overpayments of mandatory grants and issue withdrawals or amendments of discretionary grant payments
- Process monthly reports and schedules that will assist in the finalization of monthly management pack

Qualities, Experience, knowledge and skills required:

- NQF Level 6 qualification in Business Management/ Financial Management / Accounting / Bookkeeping or Related field
 - 1 year bookkeeping and financial experience
 - Adequate understanding of the SETA's and their financing, including payments of grants
 - Financial system knowledge
 - Advanced Computer skills (Microsoft Office Excel & Word)
 - Attention to detail
 - Analytical acumen
 - Deadline driven and be able to work under pressure
 - Possess above average problem solving skills
 - Be a team player and customer orientated
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The MERSETA is an equal opportunity employer; however, preference will be given to affirmative action candidates. ***People with disabilities are encouraged to apply.*** Please submit a detailed CV 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: 21 August 2023