



**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 Human Resources Unit.

**Manager: Human Resource Development D3**  
**Salary Level (Min. to Mid): 904 718 - R1 114 203 pa**  
**FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**  
**Head Office**

**Purpose** – Responsible for developing and delivering merSETA's Learning & Development strategy in order to strengthen the performance and development of staff, thereby contributing to a high-performance organisation. He/She will be responsible for designing and implementing a coherent learning & development strategy based on business-specific needs; assist in strengthening the supervision skills of supervisors and managers; ensure the quality and the link between the different phases of the employee life cycle (recruitment, induction, performance management, learning & development) and follow-up of personal development plans for employees.

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

- Strategic Planning for HR Development: Developing, implementing, and revising merSETA's HR development strategy to align with the overall business goals.
- Leadership Development: Identifying and developing future leaders within the organization through targeted training and development programs.
- Employee Career Pathing: Assisting individuals in planning their career paths and identifying the training and development needed to reach their goals.
- Develop and implement high-impact learning & development programs in line with business needs and priorities
- Work closely with various leaders across the organisation to design curriculums for all employees that focus on core values, strategic imperatives, upskilling requirements and just-in-time learning



- Identify and interpret related legislation and its impact on the functions and ensure compliance
- Design, implement and monitor leadership development programmes that support SETA Operations and Strategies
- Act as the Custodian of the merSETA competency model ensuring the behaviours are aligned with the values and strategy and support optimal business performance
- Effectively and efficiently managing new hire orientation and onboarding experiences for new employees and thus ensuring that there is compliance with SETA specifications, policies and procedures and legislation
- Act as the custodian of the performance management system and ensure consistency of application across the business and the continuous monitoring of return of investment and delivery on SETA needs and requirements
- Develop talent management programme as well as internal training academy to ensure the learning and development of employees is supported and long-term succession planning is achieved
- Develop, implement and monitor a succession strategy and plan aligned with the SETA strategy, skills and competency needs and requirements in the medium and long term
- Ensure delivery on SETA learning and development needs and requirements within required time frames with optimal alignment with specifications and cost effective pricing
- Develop and manage the compilation of the annual talent management plan, submit to Human Resources and, upon approval, ensure sound implementation
- Ensure efficient and effective exit management with sound record keeping and compliance with relevant standards, policies and procedures
- Ensure a professional service excellence center for utilisation by all divisions in the SETA with sound business processes in all areas of the HR Development
- Ensure performance against set individual and respective HR Development service delivery targets
- Continuously track, monitor and measure HR Development performance against set standards and performance targets
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date status on HR Development performance
- Efficient and effective management, coordination and administration of all external service providers and vendors ensuring adherence to procurement and contract specifications
- Ensure knowledge-sharing, documentation of information and a HR team that is informed and up-to-date with developments in the talent management environment
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on SETA's talent management needs and requirements
- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Ensure sound administration and recording across all HR Development processes and procedures
- Develop, maintain and periodically review policies, applications, systems and procedures for Learning & Development ensuring compliance to legislation and alignment to best practices
- Effectively plan, coordinate, manage and execute ad hoc projects



- Audit the performance management process and compile performance management reports
- Promote a learning culture in the organisation
- Oversee and monitor the annual training budgets
- Conduct thorough assessments and evaluations of training programs, collecting feedback from participants and stakeholders to measure the impact and effectiveness of the initiatives
- Continuously research and stay informed about the latest learning and development trends, methodologies, and technologies to ensure training programs are innovative and effective
- Together with HR Operations team oversee the WSP/ATR process ensuring deadlines are met and compliance to legislation

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

- NQF level 7 qualification in Human Resource/ Social Sciences/ Organisational Development/ Psychology/ Employment Relations/ Business Management/ Administration or related field
- 5 years' experience in Human Resources including leading a learning and development function
- In-depth knowledge and understanding of Talent Management and the War for Talent
- Up-to-date knowledge and understanding of new developments and strategies in the attraction and retention of key talent
- Advance knowledge of Talent Management and Performance Management
- Strong instructional design and curriculum development skills
- Excellent presentation and facilitation abilities
- Ability to assess training needs and develop tailored programs
- Experience in applying HR Development interventions in addressing performance gaps
- Working knowledge of HR systems
- Knowledge of HR practices and processes
- Proficiency in MS Word and Excel
- Knowledge of legislation and prescripts that govern Human Resources in South Africa
- Public Sector experience is essential
- People Management Skills is essential
- Knowledge of HR Policies and Processes
- Proficiency in Microsoft Package
- Rule Orientation
- Analysis and problem solving

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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, application form and motivational letter to: [recruitment@merseta.org.za](mailto:recruitment@merseta.org.za)

Only short-listed 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 26 January 2024**