



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 Strategic Planning & Reporting Division

Manager Sector Skills Planning D3

Salary Level (Min. to Mid): 904 718– 1 114 203 pa

FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
Head Office

Purpose – To ensure that merSETA skills development planning, research, analysis and reporting needs and requirements are met pursuant to Sector Skills Plan of merSETA as per regulations specified by the Department of Higher Education and Training. To develop a Sector Skills Plan (SSP) based on relevant research to identify the skills priorities within the sector. To manage research projects and evaluations related to skills planning.

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

- Develop, implement, monitor and manage the Sector Skills Planning unit budget in accordance with the merSETA finance unit requirements.
- Develop and submit the merSETA Sector Skills Plan and updates annually and in accordance with legislation and the DHET SSP framework.
- Develop and implement a research agenda for projects related to skills planning and in support of developing a credible SSP.
- Efficient and effective planning of a high-quality Sector Skills Plan (SSP) for the manufacturing, engineering and related sectors, ensuring the required inputs, intelligence and insights to deliver on the stakeholder needs and requirements and optimally deliver on the NSDP.



- Identify through stakeholder consultation 'Hard-To-Fill- Vacancies'(HTFV) and Sectorial Priority Occupations, compile and submit reports to DHET by deadline and provide analysis and supporting intelligence.
- Develop, implement, monitor, and share the SSP action plan (shared with senior manager and chambers who provide key inputs)
- Develop, implement, monitor, and share the evaluation projects plan (share with senior managers and other managers)
- Develop research project Terms of Reference and key documentation to secure credible research service providers in compliance with the Discretionary Grant guidelines and SCM guidelines (which conform to accepted PFMA requirements).
- Lead and manage research projects related to sector skills planning and strategic planning including evaluation projects pertaining to merSETA programmes and interventions.
- Liaise with internal stakeholders to share the SSP, key research recommendations and findings to support strategic decision making.
- Collaborate with Chambers and external stakeholders including DHET and PSET organisations such as QCTO, CHE and others in support of sector skills planning.
- Collaborate with M&E unit, MIS and Operations to produce key metrics in support of reporting – QMR and organizational progress reports for the CEO, MANCO and EXCO as required.
- Present key research findings and the SSP to internal and external audiences including conference presentations, inter-SETA collaborations, stakeholder engagements linked to national development such as Master Plan (DTIC) and DHET led working groups including ERRP, SSP forum and Collaborative research groups.
- Play a pivotal role in advocating for the merSETA in the skills development space by making inputs on the SSP forum, the SSP framework working group, the National Skills in High Demand reference groups and others as required.
- Participate in quality management processes to develop a research strategy, framework, operating procedures and related documents and templates to ensure alignment with organizational quality management processes and plans.
- Collaborate with managers in QMS, M&R and MIS to develop key metrics for Stakeholder and Labour Market Intelligence related to skills demand for current and future skills, occupations and learning interventions.
- Collaborate with managers in operations to implement evaluation projects and present recommendations to the management team.
- Ensure adherence to merSETA policies, procedures, PFMA and relevant legislation.
- Continuously track, monitor, measure and analyse SSP performance against set standards and targets.
- 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 also between Management, Staff and external Stakeholders
- Effectively plan, coordinate, manage and execute ad hoc projects.



Qualities, experience, knowledge and skills required:

- Postgraduate degree in Education /Public/Business Administration Econometrics/Population Studies/Social/Political Sciences or related field (Masters Degree would be advantageous)
- 5 years in a research management position, particularly public sector research, social research, or market research
- Experience in skills development/planning and research environment at supervisory or management level is preferred
- Research capabilities as well as experience in sector skills planning or project management are necessary
- Information Gathering
- Problem Analysis
- Technical Skill and Competence
- Management Control
- Relationship Management
- Cross Functional Awareness
- Strategic Capability
- Innovation
- Communication Skills
- Integrity
- Customer service Orientation
- Collaboration
- Team leadership
- Advanced report writing skills
- Advanced systems and computer skills
- Data analysis and visualisation
- Budgeting and finance skills
- Attention to detail
- Presentation 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 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